

# SHORTHAND INSTRUCTOR





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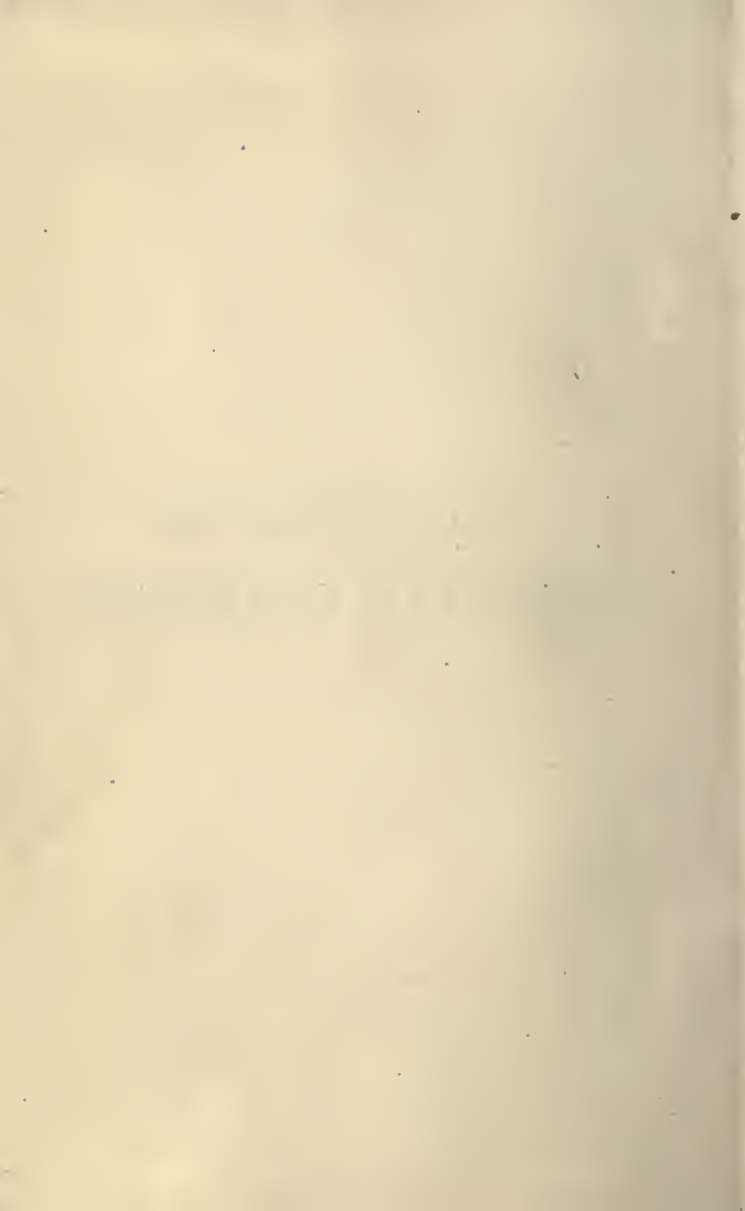
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ISAAC PITMAN'S  
SHORTHAND INSTRUCTOR



THE STANDARD SYSTEM OF THE WORLD

# ISAAC PITMAN'S SHORTHAND INSTRUCTOR

AN EXPOSITION OF ISAAC PITMAN'S

SYSTEM OF PHONOGRAPHY

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DESIGNED FOR CLASS OR SELF-INSTRUCTION

*TWENTIETH CENTURY EDITION*

*REVISED*

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## PREFACE

THE system of shorthand writing presented in the following pages was invented by Sir Isaac Pitman, who in 1837 published his first treatise on the art. Many improvements were from time to time introduced in the numerous editions of Phonography published in succeeding years. These were the fruit of long and widely extended stenographic experiments, and of the valuable criticism and experience of phonographers generally. No other system of shorthand designed for the English language has had the advantage of being subjected to so large an amount of experiment and of practical tests in work of every conceivable description as that invented by Sir Isaac Pitman; and, as a result, this system has been most successfully adapted to the practical requirements of all classes of shorthand writers.

In the Twentieth Century Edition of PITMAN'S SHORTHAND—the title by which the system is now generally known—the method is presented as it has been perfected after over sixty years of use. A number of improvements have been for the first time introduced in the rules of the system, and in the method of presenting it to the student, which will greatly assist the learner in the acquirement of the art. The general plan adopted in the presentation of the various parts is designed to render the work equally serviceable for class or self-tuition. No effort has been spared to explain and illustrate the rules in the clearest and simplest manner possible, and in the revision of this work especial care has been taken to introduce no word in either the reading or writing exercises, which would afterwards require an alteration of form, a feature that will be appreciated by teachers of shorthand who are familiar with the reverse conditions

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so frequently met with in other shorthand text-books. Although students, as a rule, experience no difficulty in understanding the method here set forth, it is desirable that they should have, at the commencement, an intelligent grasp of all that is conveyed by that term. Therefore, before the mastery of the first chapter is attempted, it is important that the Introduction should be thoroughly understood.

The advantage of practical ability in the art of shorthand writing is so universally acknowledged in the present day, that it is unnecessary to enforce it. It is obvious, however, that the value of shorthand, either as a vehicle for private communications or for use in various ways in business or professional life, would be largely diminished if the same system—and that the best—were not generally employed. This important fact has at last been thoroughly recognized, and statistics, the testimony of public men, and general observation, concur in demonstrating that the Isaac Pitman system is the shorthand *par excellence* for all who speak the English language. The United States Commissioner of Education says:

“It will be seen, in the chapter giving the statistics of instruction in shorthand in the United States, that the system mainly followed is that of Isaac Pitman. Few inventors within the last two hundred years have been so happy as he in discovering devices that have proved useful in practice, and at the same time called forth universal admiration for their theoretic perfection.”—*Extract from “Circular of Information No. 1 (Washington, D. C.), 1893.”*

The Publishers desire to tender their hearty thanks to the large number of expert teachers and reporters who have offered valuable criticisms and suggestions for the improvement of this work.

## INTRODUCTION

PHONOGRAPHY, the name originally given to Isaac Pitman's Shorthand, has been briefly but accurately defined as "the art of representing spoken sounds by character, a system of shorthand." It is obvious that the usual or Romanic alphabet, of twenty-six letters, cannot represent by distinct characters the thirty-six typical sounds of the English language. As a consequence, many of the symbols of that alphabet are of necessity used with several significations. If, therefore, a system of shorthand were founded on the common alphabet, it is manifest that it would prove a very imperfect and cumbrous instrument for recording spoken utterances with certainty and speed—the chief objects of shorthand. With this alphabet either a single sign standing for one of the letters would be required to do duty for several sounds, or more than one character would need to be used to represent a single sound, as is done in ordinary spelling. Both methods are open to serious objections. Two simple illustrations will demonstrate the difference between the ordinary spelling and the phonetic method, which is the distinctive feature of Pitman's Shorthand.

Our first illustration deals with consonants, and is concerned with the ordinary spelling of the words *gaol* and *gale*. If the common spelling were followed in shorthand, we should have symbols for both words containing the characters *g-a-l*. But Phonography provides different sym-

bols for the first consonant in the above two words, which are accordingly represented thus: *g* *gaol* (*j-eh-l*) and *g* *gale* (*g-eh-l*). Our second illustration deals with vowels, and we take as examples the ordinary spelling of the two words *tub* and *tube*. If the shorthand symbols were the equivalents of the letters of the common alphabet, the stenographer would be obliged to write both words by two precisely similar sets of characters, namely, *t-u-b*. Phonography, however, provides for the representation of the different sounds *ü* and *ü* heard in the respective words, and these are indicated by different symbols, thus:

*tub*, and *tube*. It may be pointed out that, in two of the words used above as illustrations, there is a final silent *e*, but silent letters, whether vowels or consonants, are, of course, unrepresented in shorthand.

The phonetic notation of the system of shorthand developed in the present work has been found, after widely extended use, to possess important practical advantages. By the employment of what has been termed the "alphabet of nature," spoken language can be recorded with one-sixth of the trouble and time longhand requires, by those who use Isaac Pitman's Shorthand simply as a substitute for the ordinary longhand writing. With the adoption of the systematized methods of abbreviation developed in the briefest or Reporting style of writing Phonography, this method of shorthand can be written with the speed of the most rapid distinct articulation, while it may be read with the certainty and ease of ordinary longhand writing. Badly written shorthand is, of course, neither more nor less legible than badly written longhand.

An explanation on one point is, however, desirable. In studying and using Phonography, it should be distinctly borne in mind that the art is not designed to represent or



record minute shades of pronunciation. The Pitmanic alphabet, in the words of Max Müller, "comprehends the thirty-six broad, typical sounds of the English language, and assigns to each a definite sign." It does not seek to mark, for example, the thirty or more variations of sound which have been found to exist in the utterance of the twelve simple vowels. Experience shows that the pronunciation of the vowels varies greatly in different localities and in the various countries of the world in which the English language is spoken, and Phonography taught and used. The standard of pronunciation, as exhibited in printed shorthand, cannot, therefore, be expected to minutely coincide with the pronunciation of English in all parts. For this reason the observations of Max Müller deserve the careful notice of students and teachers. He calls attention to the vocal *a*, and points out that it can easily be perceived that its original pure pronunciation, like Italian *a*, has undergone different modifications in different parts of the country.

"Yet in writing," he continues, "it may be treated as one, because it has but one and the same grammatical intention, and does not convey a new meaning till it exceeds its widest limits. Good speakers pronounce the *a* in *last* like the pure Italian *a*; with others it becomes broad; with others thin. But though it may thus oscillate considerably, it must not encroach on the province of *e*, which would change its meaning to *lest*; nor on the province of *o*, which would change it to *lost*; nor on the province of *u*, which would change it to *lust*."

With the accurate employment of the phonographic signs, there need be no uncertainty as to what those employed for a particular word are intended to represent, and, to again quote Max Müller, "English can be written rationally and read easily" with the Pitmanic alphabet.

To successfully use Phonography, however, the rules of the system must be mastered, and applied. By the employment of the various abbreviating devices according to rule, the most important benefit to be derived from shorthand will be attained, namely, the maximum of brevity with legibility. In the present work these rules are fully set forth.

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# ISAAC PITMAN'S SHORTHAND (PHONOGRAPHY).

## CHAPTER I.

### DIRECTIONS TO THE STUDENT.

1. The system of shorthand set forth in the following pages was given the name of Phonography (a term derived from two Greek words meaning "sound writing") because it affords the means of accurately recording the sounds of spoken language. From the outset, therefore, the student should remember that he is learning to write by SOUND; that each character represents one definite sound and no other; and that the ordinary spelling—with its many irregularities and inconsistencies—as exhibited in printing and in long-hand writing, is not to be followed, or imitated.

2. When he has mastered the signification of the phonographic signs, the student should use those which represent the equivalent sounds in forming the characters for the words he desires to write. For example, if he wishes to write in Phonography the word *knee* (commonly spelt with four letters, though made up of only two sounds), he needs to use but two phonographic signs, namely, that for the consonant  $\smile$  *n* and that for the vowel  $\cdot$  *ē*, thus,  $\smile$  *knee*. To spell in this fashion a mental analysis of the sounds of

words must be made, but this process is very easily acquired, and is soon exercised without conscious effort.

3. For working the exercises and for ordinary phonographic writing, a pen and ruled paper should be used. Speaking generally, it is not so easy to acquire a neat style of writing by the use of a pencil instead of a pen. In reporting, no doubt, the pencil is frequently employed; in some cases, indeed, it is impossible to use a pen for note-taking. The student would do well, therefore, to accustom himself to write with either a pen or a pencil in the more advanced stages of his progress, though for writing the exercises in this book the pen only is recommended.

4. The student should hold his pen as for longhand writing, but the elbow should be turned out, so that the letter  $\backslash b$  can be struck with ease. He should also hold the pen lightly. The wrist must not be allowed to rest upon the note-book or desk. In order to secure the greatest freedom of movement, the middle of the fore-arm should rest on the edge of the desk. The writer should sit in front of his work, and should have the paper or note-book parallel with the edge of the desk or table. For shorthand writing the nib employed should not be too stiff, but, as the thick and thin characters of Phonography need to be made quite distinctive, it must have a sufficiently fine point for this purpose. Paper with a smooth surface is absolutely essential. Particulars of stationery, etc., suitable for shorthand purposes will be found in the catalogue at the end of this work.

5. At the outset the student should not attempt rapid writing. It is of the utmost importance that he should train his hand to write all the signs employed in the system with accuracy and neatness, before he endeavors to write with speed. If he accustoms himself to do this in the earlier portion of his shorthand studies, he will never have

occasion to lament the illegibility of his writing when, at the proper time, he practises for speed.

6. The course of procedure recommended to the student of Phonography is that he should thoroughly master the explanations and rules which precede the respective exercises, and write out the illustrative words, afterwards working the exercises. As the secret of success in shorthand is PRACTICE, it is advisable that the various exercises should be written and re-written until they can be done with perfect accuracy. The perusal of progressive reading lessons in printed shorthand will also be found helpful to the student in forming a correct style of writing.

7. The system is fully explained in the following pages, and can be acquired from the instruction books alone by any one who is prepared to devote ordinary perseverance and application to the study. With the assistance of a teacher, however, more rapid and satisfactory advance will be made in the mastery of the art. Should any difficulty be experienced in finding one, the publishers will be pleased to furnish any student with the names and addresses of the nearest teachers of Pitman's Shorthand, on his forwarding a stamped and addressed envelope for a reply. It should be pointed out that adequate progress in the acquirement of the art of shorthand will only be made if a certain portion of time is regularly devoted to the study EVERY DAY ; or, in the case of school or class instruction, by a thorough and punctual performance of the allotted portions of work forming the course. Study at irregular intervals of time is of little value, but an hour, or a longer period, devoted daily to the task will, in a comparatively short time, allow of a complete knowledge of the system being gained, while assiduous practice will bring speed.



## TABLE OF CONSONANTS.

	Letter.	Character.	Name.	As in	
<i>Explo-</i> <i>dents.</i>	P	\	pee	rope	'post
	B	\	bee	robe	boast
	T		tee	fate	tip
	D		dee	fade	dip
	CH	/	chay	etch	chest
	J	/	jay	edge	jest
	K	—	kay	leek	cane
<i>Con-</i> <i>tinuants.</i>	G	—	gay	league	gain
	F	\	ef	safe	fat
	V	\	vee	sare	rat
	TH	(	ith	wreath	thigh
	TH	(	thee	wreathe	thy
	S	)	ess	hiss	seal
	Z	)	zee	his	zeal
<i>Nasals.</i>	SH	/	ish	vicious	she
	ZH	/	zhee	vision	treasure
	M	—	em	seem	met
	N	—	en	seen	net
<i>Liquids.</i>	NG	—	ing	long	anger
	L	/ up	el	fall	light
<i>Coales-</i> <i>cents.</i>	R	/ up down	ar, ray	for	right
	W	/ up	way	away	wet
<i>Aspirate.</i>	Y	/ up	yay	ayah	yet
	H	/ up down	hay	adhere	high



## THE CONSONANTS.

8. For the representation of all the consonant sounds (except *w*, *y*, and aspirate *h*), the simplest geometrical forms are used, namely, straight lines or curves, as shown in the following diagrams :



9. The order of the arrangement of each group of consonants, as exhibited in the table on the opposite page, follows the order of the oral movements from the lips backwards in the utterance of their respective sounds. The first two consonants, *p*, *b*, are pronounced between the lips, and the remaining six at the several barriers further back in the mouth, in the succession indicated in the phonographic alphabet.

10. The first group of eight consonants, represented by straight strokes, is called "explodents," because, in pronouncing them, the outgoing breath is forced in a sudden gust through barriers previously closed.

11. The next group of eight, represented by upright or sloping curves, is called "continuants," because in these the outgoing breath, instead of being expelled suddenly, is allowed to escape in a continuous stream through similar barriers partially open.

12. The "nasals," represented by horizontal curves, are produced by closing the successive barriers in the mouth against the outgoing air-stream, so that it has to escape through the nose. The "liquids," represented by arched curves, flow into union with other consonants, and thus make double consonants or consonantal diphthongs. The "coalescents" precede vowels and coalesce with them. The "aspirate" is a breathing upon the following vowel.

13. The first sixteen consonants form pairs ; thus, *p* and *b* ; *t* and *d* ; *ch* and *j* ; *k* and *g* ; *f* and *v* ; *th* and *th* ; *s* and *z* ; *sh* and *zh*. The articulations in these pairs are the same, but the sound is light in the first, and heavy in the second consonant of each pair. Each pair of consonants is represented by similar strokes, but that chosen for the second is written *thick*, instead of *thin* ; as  $\backslash p$ ,  $\backslash b$ ,  $| t$ ,  $| d$ ,  $\backslash f$ ,  $\backslash v$ , etc. We have, therefore, a *light sign* for the *light sound*, and a *heavy sign* for the *heavy sound*. In this, as in the fact that each group of consonants is represented by kindred signs, a natural relation is preserved between the sound *heard* and the sign *written*. Throughout this book whatever relates to the light consonants relates also to the corresponding heavy ones (unless otherwise stated).

















































































































14. The consonants should be written about one-sixth of an inch long, as in these pages. Care should be taken to form the curved thick letters, when standing alone, thus  $\backslash v$ ,  $) z$ . If made heavy throughout they look clumsy : they should be thick in the middle only, and taper off at each end, except when a joining such as  $\backslash v g$  is made. Thick strokes are never written upward.

15. As an aid to remember the strokes for *th* and *s*, note that  $) s$  is the curve on the right side of  $\backslash x$ . The consonants *l* and *r* form the left and right sides of an arch  $\frown$ .

16. All the Exercises that follow must be carefully written out, *the name of each shorthand letter being pronounced aloud as it is written*. The consonants must always be called by their phonetic names : thus, “*ch*” is to be named *chay*, not *see aitch* ; “*g*” *gay*, not *jee* ; “*ng*” *ing*, not *en jee*. The reason for this is that the letters of the phonetic alphabet stand on such an entirely new basis of constancy and fixity of value, as compared with the letters of the ordinary alphabet, that they require to be designated by new names.

Exercise 1.

(To be written by the student. The arrow  $\Rightarrow$  shows the direction in which the consonant is to be struck.)

P, B							
T, D							
CH, J [down]							
K, G							
F, V							
TH, TH							
S, Z							
SH, ZH							
M							
N							
NG							
L [up]							
R [down]					[up] 		
W [up]							
Y [up]							
H [down]					[up] 		

17. The consonants / *chay* and / *ray* are somewhat similar in appearance. It is impossible, however, to mistake one for the other, inasmuch as *chay* is always written DOWN, while *ray* is always written UP; thus,  $\text{f} / \text{chay}$ ,  $\text{r} / \text{ray}$ .

18. If the pupil cannot produce a fair copy of the letters in Exercise 1 at the first trial, he should write the page several times, and vary the practice by writing the letters in irregular order; thus, — / — \ — /

### Exercise 2.

*Copy the shorthand letters and write the longhand letter after or on the line below each.*

1. \ p, \ b, | | / / — — / / ? / /
2. \ \ / | ? \ / | / / — / —
3. \ \ ( ( ) ) / / — — \ \ / \
4. / — / \ ( \ ) — ( / \ / )
5. \ ( / — | / / ) — / ) | —
6. \ — ? \ / / — / — \ / — |
7. / \ ) ( — — \ / ( ) — / \
8. | — | — \ / \ / ? / / /

### Exercise 3.

*Write the longhand letters, and place the shorthand letter after each. The letter ( named “ith,” is represented by “th”; and ( named “thée,” by “th.”*

1. d |, h (up), h (down), y, w, r (up), r (down), l, ng, n, m.
2. zh, sh, z, s, th, *th*, v, f, g, k, j, ch, d, t, b, p, y, r (down).
3. ng, m, s, *th*, g, d, h (up), w, l, r (up), ch, b, g, l, w, f.
4. th, r (down), *th*, v, m, ch, g, y, j, t, b, s, d, zh, sh, p, n, v.

REVIEW.

1. Into how many groups are the consonants of the alphabet of Phonography divided? Name them.
2. Why is it wrong to call them by their ordinary instead of their phonetic names?
3. Give some words in which the following sounds occur:—  
*ith, thee; kay, gay; way, yay; chay, jay.*
4. How is *ray* distinguished from *ch*?
5. Write the shorthand letters for *w, y, b, j, k, f, s, l, sh.*
6. Name the sixteen letters which form pairs.

## CHAPTER II.

## LONG VOWELS.

19. There are six simple long vowels in the English language, namely,—

<i>Lingual.</i>			<i>Labial.</i>		
AH,	EH,	EE;	AW,	OH,	OO.
as heard in the words					
Alms,	Ale,	Eel;	All,	Oak,	Ooze.

They should be pronounced as single sounds; thus, *ah* as in *alms* [not *a-itch*]; *eh* as in *ape*; *ee* as in *eel*; *aw* as *awe* [not *a-double-you*]; *oh* as *owe*; *oo* as in *ooze*. They may be remembered by repeating the following sentence :




Pa may we all go too.  
*ah, eh, ee, aw, oh, oo.*







20. They are sounded in the larynx or voice-box by the play of the vocal cords on the outgoing stream of air, with simultaneous adaptation of the position of the tongue and lips. The order of the vowels in each group corresponds with the order of their utterance by the vocal organs, each series commencing with the most open and ending with the most closed sound. The first three vowels, represented in Phonography by a heavy dot (.), are called Lingual, because in their production the tongue is mainly concerned; the last three, represented by a short heavy dash (-), are called Labial, because in their production the lips are mainly concerned.



21. The dots and dashes, representing the long vowels, are numbered 1, 2, and 3, thus :

1. <i>ah</i> .	1. <i>aw</i> -
2. <i>eh</i> .	2. <i>oh</i> -
3. <i>ee</i> .	3. <i>oo</i> -

They are hence called *first-place*, *second-place*, and *third-place vowels* respectively.

22. There are three distinct positions at the side of each consonant where the respective vowel signs may be placed, namely, at the beginning, the middle, and the end. These places are also numbered 1, 2, and 3. They are counted from the point where the consonant begins. In the case of down-strokes, the vowel places count from the top downwards, thus ; in the case of up-strokes, the vowel places count from the bottom upwards, thus ; in the case of horizontal strokes from left to right, thus 

23. The vowel signs are put in the places which correspond with their numbers; thus | *tah*(<sup>1</sup>), | *teh*(<sup>2</sup>), | *tea*(<sup>3</sup>), | *taw*(<sup>1</sup>), | *toe*(<sup>2</sup>), | *too*(<sup>3</sup>);  *lah*(<sup>1</sup>),  *lay*(<sup>2</sup>),  *lee*(<sup>3</sup>),  *law*(<sup>1</sup>),  *low*(<sup>2</sup>),  *loo*(<sup>3</sup>).

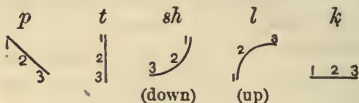
24. The vowel signs must be written at a little distance from the consonant. If allowed to touch (except in a few cases which will be mentioned hereafter), they would give rise to mistakes. A dash vowel may be written at any angle that is distinct, the right angle being generally most convenient; thus, | or | *two*;  or  *foe*; / or / *Joe*.

25. When a vowel is placed on the left-hand side of a perpendicular or sloping consonant, it is read *before* the consonant, as \ *ape*, | *ate*, / *age*. When a vowel is placed on the right-hand side of a perpendicular or sloping consonant, it is read *after* the consonant, as \ *pay*, | *Tay*, / *jay*.

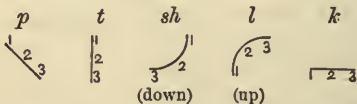
26. When a vowel is placed above a horizontal consonant, it is read *before* the consonant, as — *ache*, — *eke*, ∪ *own*. When a vowel is placed below a horizontal consonant it is read *after* the consonant, as — *kay*, — *key*, ∪ *no*.

27. The following Diagrams further illustrate the positions of the vowels, as explained in paragraphs 21-26:

A VOWEL BEFORE A CONSONANT.



A VOWEL AFTER A CONSONANT.



28. In writing Phonography the student should strike the consonant first, and then fill in the vowel in its proper place.

**Exercise 4.**

*Write the longhand word after the shorthand, as in line 1.*

1. | aid, | day, ^ aim, ^ may, / show.
2. ^ / \_ ^ - ^ \ ^ | ^
3. -| |- -( )- ) ) . \
4. \ / ( ) - ) ^ - | / ->
5. ^ \ ^ \ - ^ ^ \ / - ^
6. | ^ / ^ ^ / ^ ^



**Exercise 5.**

*Write the shorthand word after the longhand.*

1. Bah \ ha (*h* down); raw (*r* up), awed, daw.
2. Yea / ale, fay; roe (*r* up), though.
3. Eat | pea, thee, we; Zoo, moo, boo, rue (*r* up).
4. Paw, woo, maw, aught, jaw, shay, haw (*h* down).
5. They, chew, Ayr (*r* down), re (*r* up), awn, Co.
6. Caw, e'en, auk, yew, awl.










REVIEW.

1. How many long vowels are there?
2. Name the two groups into which they are divided, and explain the reason for this division.
3. By what signs are they represented?
4. How are they distinguished?
5. How are the places of the vowels counted with regard to an upstroke; and how with regard to a downstroke?
6. In what positions or places should the vowel signs *ah*, *oh*, *oo*, *eh*, *aw*, *ee* be written?
7. Write the consonants *p* and *l*, and show the vowel places before and after them.



## CHAPTER III.

## JOINED CONSONANTS.










29. Consonants when joined should be written without taking the pen from the paper, the beginning of the second consonant joining the end of the first ; thus,

 not          
*tk, fm, pk, tl, lt, pl, lp, sk.*











30. Consonants when joined are written in the same direction as when standing alone, up strokes being always written upward, and down strokes downward ; thus,

 *mt*, not 









31. *L* and *sh*, however, when joined to other strokes, may be written either upward or downward, under rules which will be explained later. The following are examples of the joining of these consonants :

 *lm*,  *lm*,  *lk*,  *lk*,  *lng*,  *shf*,  *shm*,  *shl*,  *lsh*.





32. In a combination of consonants, the first *descending* stroke usually rests on the line ; thus,

 *tch*,  *cht*,  *kt*,  *mch*,  *nb*,  *mr*,  *ptk*,  *kchp*,  *ptf*,  *m nth i*.

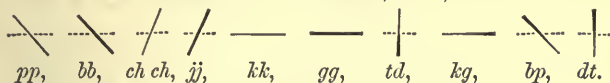
33. An *ascending* stroke beginning a combination should commence on the line ; thus,

 *lp*,  *rv*,  *wk*,  *yr*,  *hf*,  *y lp*,  *rmn*,  *rlv*.

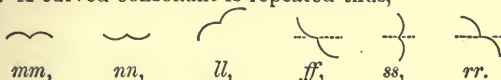
34. A horizontal stroke followed by an ascending stroke is written on the line ; thus,

 *mr*,  *mlr*,  *nr*,  *kl*,  *kr*,  *gl*,  *kw*.

35. When a straight consonant is repeated, there must be no break between the two letters ; thus,



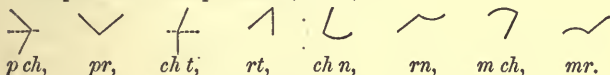
36. A curved consonant is repeated thus,



### CH AND UPWARD R.

37. As already pointed out, *chay* is always a downstroke, and *ray* always an upstroke ; moreover, when *ch* and *r* stand alone, *ch* slopes a little from the perpendicular, and *r* slopes a little from the horizontal ; thus / *ch*, / *r*. The stroke naturally takes these slopes when struck downward and upward respectively.

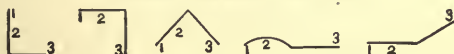
38. When *ch* and *r* are joined to other strokes, they are distinguished by the direction of the stroke, and the amount of slope is of no importance ; thus,



### LONG VOWELS BETWEEN TWO CONSONANTS.

39. FIRST and SECOND-PLACE long vowels, when occurring between two consonants, are written *after the first stroke* ; as   *talk*,   *gate*. But in order to avoid an awkward position for the sign, THIRD-PLACE vowels are written *before the second stroke* ; as   *team*,   *teach*,   *read*. The vowel is still in the third place, as indicated in the following diagram :

### LONG VOWELS' PLACES.



## GRAMMALOGUES.

40. Frequently occurring words are expressed in shorthand by one of their letters, as *\* for *\*. *be*. These words are called grammalogues or letter-words, and the shorthand characters that represent them are called logograms, or word-letters. At the head of the next and following Exercises some grammalogues are given which should be committed to memory. These characters are generally written on the line, but often above or through it. The position in which they should be written is indicated thus: (1) *above* the line; (3) *through* the line; all others rest *on* the line.

41. The succeeding Exercises when in shorthand are to be transcribed in longhand; when in ordinary print they are to be written in shorthand.

**Exercise 6.**

*The full stop is represented by a small cross; thus ×*

*\* all (1), *\* be, *|* he, *.* the, */* who (down).

1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

### Exercise 7.

*In this and following Exercises (until the rules on the subject are reached), the student is directed by a small capital letter when to write the letters L, R, and H downward. Gramma-logues are printed in italic.*

1. Balm, laugh, palm; ball, yawL, maul, cawed.
2. Shape, bake, mare, fame, Hague; polo, boat, joke, foal.
3. Peer, deer, veal, leap, kneel; boot, booth, rude, tooth.
4. Pope, coal, chalk, fair, zeal, hawk, vogue, cage, nail.
5. Feed, liege, beam, laud, poach, both, boom, shore.
6. Wreathe, lore, ream, weep, ware, thief, zero, sheep.
7. *The* page may see *the* mail. 8. They saw *the* thief *who* tore *the* robe. 9. Though *he* jeer, they may name *the* knave.
10. Folk *all* say *he* may *be* *the* rogue. 11. They know *the* doom *he* may loathe. 12. *He* may *be* no hero.

### REVIEW.

1. How are joined consonants written?
2. Show by examples how *l* and *sh* are written when joined to other consonants.
3. What is usually the position of the first descending stroke in a combination?
4. State the position of an ascending stroke commencing a combination.
5. Show how a horizontal stroke is written when followed by a descending stroke, and when followed by an ascending stroke.
6. How are straight strokes repeated? Give examples.
7. State the distinction between *ch* and upward *r* (*a*) when standing alone; (*b*) when joined to other consonants.
8. Indicate by figures the respective positions of the first, second, and third-place long vowels between the following consonants,



9. Define a grammalogue and a logogram.

## CHAPTER IV.

## SHORT VOWELS.

42. In addition to the six long vowel sounds, there are six corresponding short vowel sounds in English, which are heard respectively in the words *păt, pět, păt* ; *nőt, năt, főt*. The vocal organs occupy nearly the same positions in the production of these sounds as in the utterance of the long vowels in *pālm, pāte, pēāt* ; *nōught, nōte, fōōd*, but the short vowels are pronounced more rapidly, thus :

The short sound of *ah* in *palm* is *a* (say *ah* quickly) in *pat*.

The short sound of *eh* in *pate* is *e* (say *eh* quickly) in *pet*.

The short sound of *ee* in *peat* is *i* (say *ee* quickly) in *pit*.

The short sound of *aw* in *nought* is *o* (say *aw* quickly) in *not*.

The short sound of *oh* in *note* is nearly *u* (*uh*) in *nut*.

The short sound of *oo* in *food* (say *oo* quickly) is *öö* in *foot*.

By *drawling* a word containing a short vowel, the corresponding long vowel will be heard. Compare *pick, peek* ; *cot, caught*.

43. Similar signs are employed for the short as for the long vowels, namely, dots and dashes ; but the signs for the short vowels are written lightly, in order to indicate their short and lighter sound, thus :

Sound	as in	Sign	Sound	as in	Sign
ă	that	ˆ	ö	not	ˆ
ĕ	pen	ˆ	ŭ	much	ˆ
ĭ	is	ˆ	öö	good	ˆ

The order of the short vowels may be remembered by saying the following sentence :

That pen is not much good.

44. The student will find the exact value of the short vowels by pronouncing each in conjunction with a following consonant. In order to gain familiarity with them, he should write them before the different consonants, and pronounce the combination ; thus,

			┘	┘	┘				┘	┘	┘
at	et	it	ot	ut	ööt	ad	ed	id	od	ud	ööd

and so on with other consonants from *p* to *r* (down). When he has done this, he should contrast each short vowel with its corresponding long vowel ; thus,

		·	·	·	·			·	·	·	·
aht	at,	eht	et,	eet	it,	ahd	ad,	ehd	ed,	eel	id,
┘	┘	┘	┘	┘	┘	┘	┘	┘	┘	┘	┘
awt	ot,	oht	ut,	ööt	ööt,	awd	od,	ohd	ud,	ōōd	ööd,

ˆ	ˆ	ˆ	ˆ	ˆ	ˆ
ahm	am,	ehm	em,	eem	im,
ˆ	ˆ	ˆ	ˆ	ˆ	ˆ
awm	om,	ohm	um,	ōōm	ööm.

45. As a result of this practice, many common words will be made, of which the following are examples :—

| at, ʃ ash, | add, ˆ am, ˆ Ann.

\ ebb, / etch, \_ egg, / edge, / ell.

| it, / itch, \ if, / ill, | odd.

ˆ off, \ or, \ up, ʃ us.

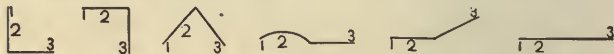
## SHORT VOWELS BETWEEN TWO CONSONANTS.

46. FIRST and THIRD-PLACE short vowels are written in the same position as their corresponding long vowels; as *tack*, *tick*, *pap*, *pip*, *rock*, *rook*.

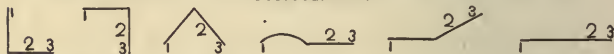
47. SECOND-PLACE short vowels are written *before the second consonant*; as *get*, *wreck*, *butt*, *tub*, *gull*, *lug*.

48. Compare the places of second-place long and short vowels in the following diagrams and words:—

## SECOND-PLACE LONG VOWELS AFTER THE FIRST CONSONANT.



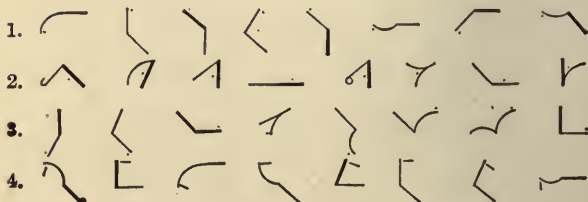
## SECOND-PLACE SHORT VOWELS BEFORE THE SECOND CONSONANT.



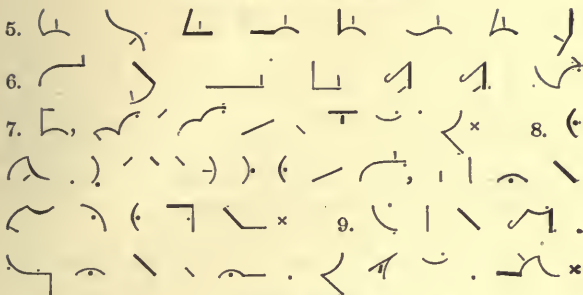
*pale*, *pell*, *cope*, *cup*, *robe*, *rub*,  
*take*, *Teck*, *roam*, *rum*.

**Exercise 8.**

..... *a*, *an* (<sup>1</sup>), ..... *and* (<sup>1</sup> up), ..... *are*, ..... *but*, ..... *it*,  
 ..... *of* (<sup>1</sup>), ..... *to*.





**Exercise 8 (continued).****Exercise 9.**

1. Dab, lad, Arab, bab, canal, attack, hack, ark, bark.
2. Check, leg, earth, fell, bell, shed, yell, wretch.
3. Fill, giddy, tinge, hick, pig, rich, kill, thick, gill.
4. Cod, rob, dot, knob, lodge, form, shock, hock, notch.
5. Pug, hutch, touch, mug, bunch, hug, month, punch.
6. Book, hook, shook, push, pull, pulley, nook, bull, bully.
7. Johnny saw *the* bay cob *and the* filly eat hay in *the* meadow. 8. A lamb *and* a bullock *are* in *the* meadow, *but* they feed *a* long way off. 9. Each animal may go *to the* hay; *all* may take *of it*. 10. *The* farm, though bare *and* chalky, Jim *and* Bob hope may pay in March.

**REVIEW.**

1. How many short vowels are there?
2. How do the short vowels differ from the long vowels?
3. Give the sounds of the six short vowels followed by the consonant *t*.
4. Give the signs by which they are represented.
5. How do the signs of the short vowels differ from those of the long vowels?
6. Give six words illustrating the powers of the short vowels.
7. What is the position of a first-place short vowel between two consonants? A second-place short vowel? A third-place short vowel?

## CHAPTER V

## DIPHTHONGS.

49. There are four double vowels, or diphthongs, namely, *i*, *ow*, *oi*, *ū*, as heard in the words *vie*, *vow*, *boy*, and *due*. The first three are represented by a small acute angle, and the fourth by a small semicircle, thus

I  $\vee$  |      OW  $\wedge$  |      OI  $\nearrow$  |      U  $\smile$  |

The component vowels in each case may be supposed to be:

*ei*                  *ou*                  *oi*                  *iū*

50. The triphthong *wi*, as heard in *wife*, is represented by a small right angle, thus WI  $\perp$

51. The diphthong *oi* is written in the first-place, and therefore always at the beginning of a stroke, as  $\nearrow$  *toy*,  $\nearrow$  *coy*,  $\nearrow$  *Roy*. The diphthong *ū* is written in the third-place, and therefore always at the end of a stroke, as  $\smile$  *cue*,  $\smile$  *your*.

52. The diphthongs *i* and *ow* and the triphthong *wi* may be written either in first, second, or third-place, as is most convenient, as  $\vee$  *isle*,  $\vee$  *tile*;  $\wedge$  *fowl*,  $\wedge$  *vowel*;  $\perp$  *twibill*.

53. Both *i* and *wi* may be joined initially to a downstroke, as  $\vee$  *item*,  $\vee$  *ivy*,  $\vee$  *ice*,  $\vee$  *ire*;  $\perp$  *white*,  $\perp$  *wife*.

54. Both *ow* and *oi* may be joined initially to upward *l*, as  $\nearrow$  *owl*,  $\nearrow$  *oil*.

55. Both *ow* and *ū* may be joined finally to a downstroke, as  $\wedge$  *bough*,  $\wedge$  *vow*,  $\wedge$  *pew*,  $\perp$  *due*. After the consonant *n*, the diphthong *u* may be written thus,  $\smile$  *new*, and *ow* thus,  $\smile$  *now*; *i* is joined to *n* thus,  $\vee$  *nigh*.



## Exercise 11.

1. Guy, rye, vie, guile, mighty; row (*n.*), thou, loud, cowry.  
 2. Alloy, hoy, envoy; Kew, new, feud; wider, wifely, fewer.  
 3. Though *the* dike may *be* a mile away at *the* mouth of *the* valley, we *can* move *it* by dynamite. 4. *Why have you* allowed *the* enemy to take a refuge so valued? 5. We *can* manage to annoy and terrify *the* foe ere *I* go to China. 6. We *can* argue *how* we may occupy *the* tower. 7. *He was* loyal, we knew, so we may enjoy *the* aid we value to renew *the* attack and assail *the* huge foe. 8. We hope we may lure *our* enemy to downfall.


## REVIEW.













1. How many diphthongs are there?
2. Give words in which the diphthongs and triphthong are used.
3. How may *i*, *ow*, and *wi* be written as to place?
4. State the positions for *oi* and *ū*.
5. What signs may be joined initially to consonants?
6. What diphthongs may be joined finally to consonants?
7. Give examples of (*a*) joined initial and final diphthongs and triphthong; (*b*) show how the diphthongs *u* and *i* are written to the consonant *n*.


## CHAPTER VI.






## CIRCLE S AND Z.

58. *s* (together with its heavy sound *z*, for which *s* is generally written) is one of the most frequently occurring consonants in the English language. The consonant *s* is represented not only by the stroke *),* but also by a small circle [o], which forms an easy means of joining one consonant to another.










59. When the circle stands alone, or is joined to straight consonants not forming an angle, it is written with the backward or LEFT motion, thus 






 *sp*,  *st*,  *sch*,  *sk*,  *sr*,  *ksk*;  
 *ps*,  *ts*,  *chs*,  *ks*,  *rs*,  *tst*.






60. Between two straight lines forming an angle, the circle *s* is written on the OUTSIDE of the angle; thus,  *kst*,






 *tsk*,  *pst*,  *ch sp*,  *rsp*,  *rsk*.

61. When the circle *s* is joined to curves, it is written inside the curve, and when it occurs between two curves,











it is usually written inside the first; as,  *sf*,  *fs*,  
 *ss*,  *ms*,  *ns*,  *sl*,  *ls*,  *ssh*,  *shs*,











 *sm*,  *msm*,  *lsl*,  *msv*,  *fsl*,

 *mns*,  *nsn*,  *fsk*,  *tsn*,  *lsm*,









 *msls*,  *nsng*,  *ssts*,  *slsts*,  *lsr*.























































































62. The circle *s* is always read *first* at the beginning of a word, and *last* at the end, the vowel or vowels being read according to their positions with regard to the stroke consonant, and not with reference to the circle, as,

### Exercise 12.


 any, or in <sup>(1)</sup>,  as,  has <sup>(1)</sup>,  is,  his, — give, or given,  him, or may,  me, or my <sup>(1)</sup>,  on <sup>(1)</sup>.













1.          
2.          
3.                        
4.                        
5.                        
6.                        
7.                        
8.                        




### Exercise 13.








1. Soup, snow, ears, keys, psalm, seed, bees, alms, thaws.
2. Upset, musk, deceit, opossum, tears, beseech, oxide.
3. Sam is full of dismay in passing the Bay of Biscay.





4. *But my* Scotch gillie shows *he has* no fears, and *my* Sepoy *has* no scare *as to his* safety. 5. *Can you* say *how I* may pacify Sam *on this* score? 6. *Why you* may assure him *he has* no cause *to give way to any* alarms, or speak *to him* in such ways *as seem likely to allay his* sorrows. 7. *But he is* worse if *he feels the* ship rise *on the* sea. 8. *The reason is the* gusty airs now rising, *but we have* no heavy gales.

### LOOPS ST AND STR.

63. The frequently occurring combination *st* at the beginning of a word, as *stem*, and *st* and *zd* at the end of a word, as in *mist*, *mused*, are represented by a loop made half the length of the stroke to which it is attached. This *st* (stee) loop follows the same rule as the circle *s*, that is, it is always read *first* at the beginning of a word, and *last* at the end; like the circle *s* it is written *backward* to straight letters and inside curves; thus  *ache*,  *sake*,  *stake*;  *Kay*,  *case*,  *cased*;  *mew*,  *muse*,  *mused*;  *ale*,  *sale*,  *stale*.

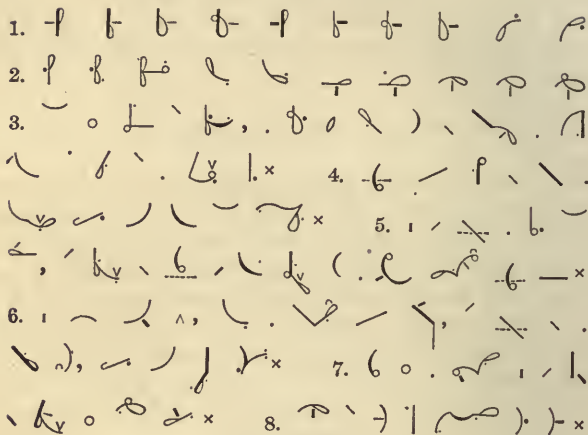
64. When convenient the *st* loop may be employed medially, thus  *vestry*,  *testing*,  *jesting*.

65. A large loop, extending two-thirds of the length of the stroke to which it is attached, represents *str*. This *str* (ster) loop is *not* written at the beginning of a word. At the end of a word it is invariably read *last*. The same rules for writing apply to it as to the circle *s* and the loop *st*, and it is written *backward* to straight letters and inside curves; thus  *pass*,  *past*,  *pastor*;  *mass*,  *mast*,  *master*. This loop may be used medially, as in  *masterpiece*.

66. The circle *s* is added to a final loop, as in the following examples,  *taste*,  *tastes*,  *lustre*,  *lustres*.

## Exercise 14.

o first, ~~put~~ (<sup>3</sup>), / shall, / should, ( them,  
~~these~~ (<sup>3</sup>), ( this, ~~those~~ (<sup>1</sup>).



## Exercise 15.

1. Steep, pest, stick, kissed, stuff, foist, statue, statute.
2. Jest, jester, jesters, elastic, pastors, foster, Chester.
3. A king's ministers occupy high posts; they can speak first, and they may make or mar the peace of the rest.
4. If chosen by vote, those who have the power to register such a vote should use it to put in office just advisers and those honest in counsel.
5. By these the head of the state may be safely advised, and in this way his rule may be fixed.
6. Ministers who fail, go out of office if they shall have lost power in the house; in early times kings dismissed them.
7. Many are the jests on the way some kings bolster up dis-

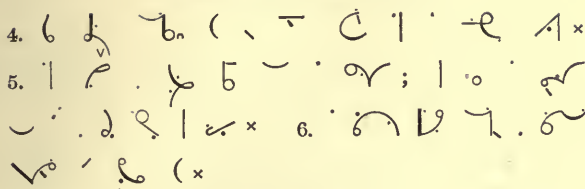


honest ministers. 8. *In* early days staid officers *have* many times lost power, *as* they refused *to be* unjust.

# REVIEW.

1. In addition to the consonant ), what other sign is used to represent s ?
2. How is the circle s written between two straight strokes (1) when at an angle ; (2) when running in the same direction ?
3. How between curves ?
4. How is st indicated ?
- 5. How is str represented ?
6. Is the sign for str used initially ?
7. When may the signs for st and str be written in the middle of a word ? Give some examples.
8. Show by examples how a final s may be added to st and str.



**Exercise 16** (continued).**Exercise 17.**





1. Switch, Swedish (*sh* up), swing, swill, swiftest, swivel.
2. Possessor, accessory, unsuccessful; roses, analysis.
3. At the desire of Lord Swanage, they wrote essays on Genesis.
4. The successful essay bore the name of Thomas Davis.
5. Many were full of errors, but the master seems to think highly of Davis's as possessing many excellences.
6. A thing given by many was a synopsis of the book





**VOWELS AND S AND T.**






70. As an initial circle or loop must always be read *first*, and a final circle or loop must always be read *last* (see paragraphs 62, 63), it is necessary, when a word begins or ends with a vowel, that stroke consonants be employed, and not circle *s* or loop *st*, to which vowels cannot be placed. Compare, for example, *asleep*, and *sleep*; *puss*, and *pussy*; *dust*, and *dusty*. Therefore,





71. The **STROKE** consonant must be used—




(a) When *s* or *z* is the only consonant in a word, as *saw*, *sigh*, *easy*. The stroke is also employed in derivatives from such words, as *saw-mill*, *sighing*, *easiness*.



(b) When a word begins with a vowel immediately followed by *s* or *z*, as  *ask*,  *espy*,  *assume*,  *Isaac*.

(c) When a word begins with *s*, followed by a vowel and another *s* or *z*, the stroke *s* is written and then the circle; as  *cease*,  *seizure*,  *society*,  *saucer*.




(d) When initial *s* is followed by two vowels, as  *Siam*,  *science*,  *sciatica*; or when final *s* is preceded by two vowels in different positions; as  *joyous*,  *tortuous*.





































(e) When a word ends with a vowel immediately preceded by *s* or *z*, as  *mercy*,  *racy*,  *busy*,  *lazy*.

(f) When a word begins with *z*, the stroke *z* is written, thus  *zero*,  *zeal*,  *zigzag*.

72. When the last consonants in a word are *st*, with a vowel between them, and when a vowel follows *st*, the circle *s* and the consonant *t* must be used, and not the loop; thus,  *rosette*,  *rusty*.

### Exercise 18.

 *so*, *us*,  *see*, *use* (noun) (<sup>s</sup>),  *use* (verb), *whose* (<sup>s</sup>)  
/ *which*.

1.         
2.         
3.         
4.         

**Exercise 18** (continued).

5.  $\cdot^{\circ} \uparrow \cdot$   $\downarrow$   $\searrow$ ;  $\cdot^{\circ} - \cdot$   $\uparrow$   $\swarrow$   $\times$   
6.  $\rightarrow$   $\nearrow$   $(?$   $/$   $(\sim$   $\nwarrow$   $)?$

### Exercise 19.

1. Ace, essay, says, espouse, schism, assize, assignee.
2. Dizzy, cosy, rosy, russett, suicide, scissors, easel, zenith.
3. Cecil *can now see it is of no use to assail the lessee who is honest, and to whose honesty all of us can testify.* 4. If we *may say so, he ought to be less zealous to abuse in so fussy a way such an unassuming fellow.* 5. *To use him thus is to show a sauciness which is wrong.* 6. *Only a ninny can pursue it in so testy a style.*

## REVIEW.

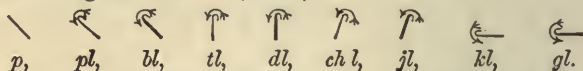
1. How is initial *sw* represented ?
2. Write several words in which initial *sw* occurs.
3. How is *ss* represented, and how is it distinguished from *sw* ?
4. Illustrate by examples the way in which the vowel is shown in *ss*.
5. Give examples of each of the classes of words in which stroke *s* is employed.
6. When is stroke *z* used ?
7. Write *deceit*, *sewer* (a drain).

## L AND R HOOKS.

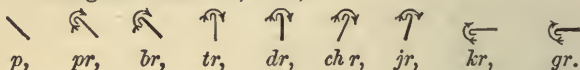
73. The liquids *l* and *r* are often found following and closely united or blended with other consonants, forming a double consonant or consonantal diphthong; as in the words *plow*, *brow*, *glare*, *drink*, *fly*, *fry*, *maker*, *double*, etc. In pronouncing these words, the combination of the *l* or *r* with the preceding consonant is uttered by a single effort of the organs of speech. These consonant combinations are represented by adding an initial hook to the simple characters to indicate their union with a following *l* or *r*.

INITIAL HOOK ADDING *L* AND *R* TO STRAIGHT LETTERS.

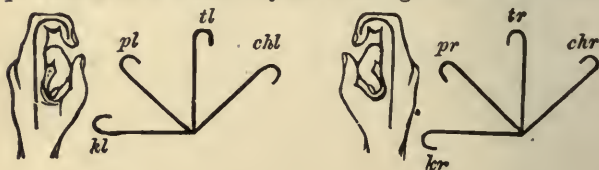
74. A small initial hook written *towards the LEFT*, adds *L* to straight consonants; thus,



75. A small initial hook written *towards the RIGHT*, adds *R* to straight consonants, thus,



The following mnemonic aid will be useful for remembering the *pl* and *pr* series. If the *Left* hand be held up, with the first finger bent, the outline of *tl* will be seen; and if the *Right* hand be held up, in the same way, the outline of *tr* will be seen. By turning the hand round to the following positions, all the straight double consonants of the *pl* and *pr* series will be formed by the first finger.



76. The consonant *l* is not hooked initially, the characters *l* and *l* being employed for *w* and *y*.

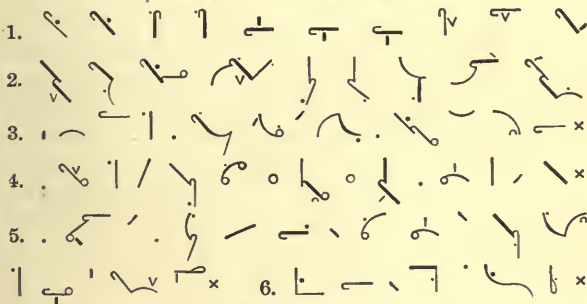
77. The double consonants formed by the initial hooks should be considered as syllables, and named accordingly. Thus *per* should be called *per*, as heard at the end of the word “*paper*,” and not *pee-ar*, which would be written *per* or *per*.

78. Vowels are read before and after these double consonants as they are before or after single consonants; thus, *pie*, *ply*, *apply*, *reply*, *replica*; *eat*, *eater*, *Peter*, *Peterloo*.

79. The double consonants in the following exercises should be called by their single names, and they will then be easily recognized; thus, *per-eh* (pray).

### Exercise 20.

*call* (<sup>1</sup>), *care*, *dear*.












### Exercise 21.









1. Plow, apple, odor, draw, pebble, feeder, rocker.
2. Pickle, globe, shudder, crumble, mocker, archer, track.
3. *Have a care, my dear Parker*; if you call on him you may betray all.
4. No, *I shall aim to please*; he may be bitter, but *I shall refuse to be angry*.
5. But he is no peacemaker,









so take care how you address him. 6. *He is my debtor, but I shall indulge in no vulgar reproaches.*

### INITIAL HOOK TO CURVES.























80. An initial hook can only be added to curved consonants in one position, namely, inside the curve, thus   The hook, however, may be made either large or small, as in the examples.

81. The consonants , , and  are not hooked to indicate the addition of *l* or *r*. The signs   are, therefore, used as extra forms for *fl*, *fr*, and   as extra signs for *thl*, *thr*, which with the corresponding heavy consonants, have duplicated forms, thus,









  *fl*,   *vl*,   *thl*,   *thl*.

  *fr*,   *vr*,   *thr*,   *thr*.

### L HOOK.






82. A LARGE initial hook adds *l* to the curves   ( ); thus,  *fly*,  *evil*,  *Ethel*,  *official*,  *camel*,  *penal*. The double consonant *shl* may be written either upward or downward; it is, however, generally written upward. The right curves     must only be used AFTER another consonant; they are most conveniently written after *k*, *g*, *n*, or a straight up-stroke, as  *cavalry*,  *gruffly*,  *inflamm*,  *reflex*; and   after *b*, *l*, as  *Bethel*,  *lethal*.





### R HOOK.



83. A SMALL initial hook adds *r* to curves; thus,  *offer*,  *every*,  *author*,  *either*,  *usher*,  *measure*,  *calmer*,  *dinner*. The double consonant *shr* is written downward only.



84. The alternative forms for *fr*, *vr*, *thr*, are employed as follows :—





(a) When not joined to another stroke consonant, the LEFT curves   are used when the word begins with a vowel, as  *ever*,  *affray*,  *ether*.








(b) The RIGHT curves   are used when a vowel does not precede the consonant, as  *fray*,  *three*.

(c) When joined to a stroke consonant which is written *towards the right*, the RIGHT curves should be used whenever possible, as in  *throb*,  *proffer*.

(d) When joined to a stroke consonant written *towards the left*, the LEFT curves should be used whenever possible, as in  *average*,  *Jeffrey*.

(e) But in preference to an awkward joining, either form can be used, as in  *Frank*,  *froth*.

#### NG HOOKED.

85. In accordance with rule, the sign  would represent the sound *ng-r*, as in *singer*. There are, however, so few words in which *ng* is followed by *r*, that this hooked outline is used to represent the frequently occurring sounds of *ng-kr* and *ng-gr*, as heard in  *banker*  *tinker*;  *finger*,  *linger*. Words such as *singer* and *wringer* must, therefore, be written full, thus,  









#### Exercise 22.

1.         
2.         
3.         
4.         
5.         
6.         

**Exercise 23.**











1. Arrival, rival, cavi, flap, muffle, fennel, kennel, shuffle.
2. Athol, flog, floor, flurry, ruffle, flinch, gravely, flask.
3. Fever, leather, Arthur, knuekle, freak, friar, locker.
4. Canker, malinger, adverse, packer, loafer, docker.
5. Fisher, rider, owner, taper, buglen, treaele, rumor.
6. Dover, river, giver, manner, tether, thrust, freely.










**Exercise 24.**









 *for*,  *from*,  *Mr.* or *mere*,  *more* or *re-*  
*mark-ed*<sup>(1)</sup>,  *near*,  *nor*<sup>(1)</sup>,  *their*, or *there*,  *very*.










   x










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






         








        










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







        







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


        

    x 4.   

      x

     x

















## Exercise 25.



1. *My dear Ethel,—From tropical Africa there arises a call for more laborers to raise the people from their very low scale of life. 2. As Lord Bythell and Mr. Thackeray both remarked, this people has a rightful claim on all who care for the progress of the race, and the removal of brutal rule. 3. Slavery, drink, the evils of rubber gathering, the rivalry of the leaders, and the horrible cannibal customs cause fearful sorrow, nor is it a mere form of speech to say many tribes must die out. 4. May we all try to take away the fearful yoke is the prayer of,*








Yours sincerely, GRACE FLETCHER.









## CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.








86. The circle *s* is prefixed to straight consonants which are hooked for *l*, and to curves which are hooked for *l* or *r*, by writing the circle inside the hook; thus,







 *ply*,  *supply*,  *disciple*,  *explode*,  *settle*,  
 *pedestal*,  *sickle*,  *physical*,  *cipher*,  
 *decipher*,  *civil*,  *peaceful*,  *summer*,  
 *dulcimer*,  *sinner*,  *prisoner*.

87. In cases where the hook cannot be clearly shown (which are comparatively few), the separate consonants should be written, as in  *forcible*,  *unsaddle*.

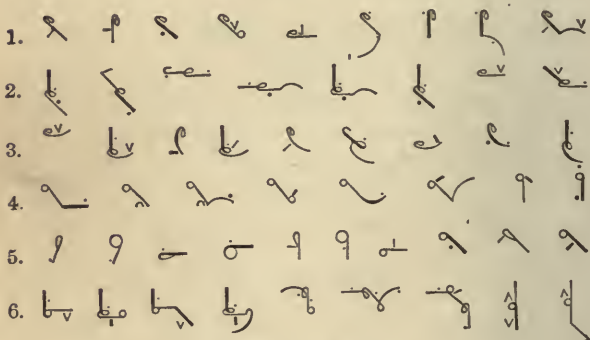
88. The circles *s* and *sw* and the loop *st* are prefixed to the straight consonants which are hooked for *r*, by writing the circle or loop on the *same side* as the hook, thus turning the hook into a circle or loop, as  *pry*,  *spry*,  
 *prosper*,  *sweeper*,  *steeper*,  *tray*,  *stray*,

 *destroy*,  *distress*,  *eater*,  *sweetener*,  *stouter*,  
 *crew*,  *screw*,  *corkscrew*.

89. When the circle and hook occur medially at an angle, both circle and hook must be shown; thus,  *pastry*,  *abstruse*,  *extra*,  *gastric*,  *mystery*,  *lisper*,  *reciter*. The method of writing *skr* and *sgr* after the consonants *t* and *d* is shown in the following examples:

 *tacker*,  *tasker*,  *degree*,  *disagree*,  
 *digress*,  *disgrace*.

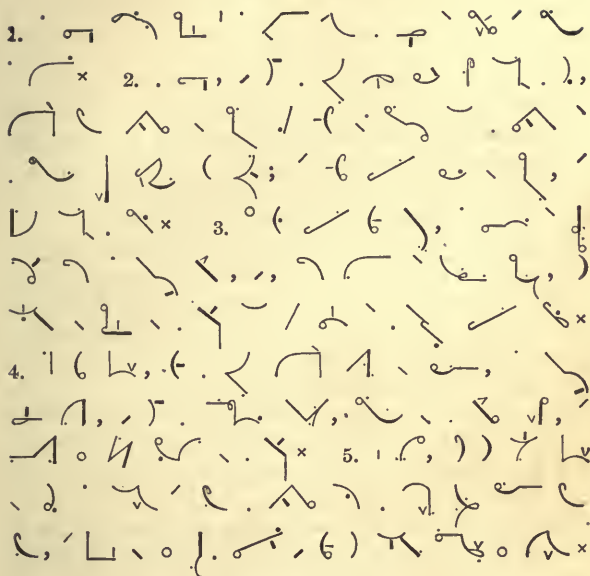
### Exercise 26.



### Exercise 27.

1. Satchel, sidle, peaceable, exclusive, seclude, tricycle.
2. Feasible, noticeable, visible, traceable, plausible.
3. Simmer, chastener, listener, passover, lucifer, scrap.
4. Spread, jack-screw, stripe, sprung, suitor, stretcher.
5. Stater, cider, stalker, stager, stabber, scrub, scrupulous.
6. Exeter, lustrous, rostrum, rascal, crusader, decrease.

## Exercise 28.



## Exercise 29.

1. *My dear Tom,*—We fear the nostrum you now take may possibly cause you to suffer afresh. 2. *This is distressful to us all.* 3. *If it disagrees, pray stop it, and have no scruples, or it may destroy your powers.* 4. *We strongly advise you to eat no more of the sweeter pastry.* 5. *Sacrifice your taste to your sense.* 6. *Arthur says you are stouter.* 7. *Do you cycle as freely as on your stay at Tring?* 8. *We hope to call on you this summer.* 9. *Is the cider they supply serviceable for you?* 10. *If you mistrust it, you should*

supersede *the* stuff, *which* may only disable you. 11. *This is the sensible path to follow.* Yours truly,


LUTHER BROOKER.







### REVIEW.



1. Give examples of words containing a double consonant formed by the combination of *l* or *r* with the preceding consonant.
2. By what sign is *l* or *r* added to straight consonants?
3. How are the double consonants to be named?
4. By what sign is *l* added to curves, and by what sign is *r* added?
5. Write the two forms of *fl*, *vl*, *thl*, *thl*, and *fr*, *vr*, *thr*, *thr*.
6. When should the right curves *fl*, *vl*, *thl*, *thl*, be used?
7. When should the *fr*, *vr*, *thr*, *thr* left-hand curves be used, and when the right-hand curves?
8. How is circle *s* prefixed to straight consonants hooked for *l* and to curves hooked for *l* and *r*; and how are *s*, *sw*, and *st* prefixed to straight consonants hooked for *r*?
9. How is circle *s* and the *r* hook represented medially at an angle (*a*) between a horizontal or upward stroke and a perpendicular; (*b*) between a perpendicular and a horizontal?

## CHAPTER IX.







## N AND F HOOKS.

90. A small final hook, struck by the RIGHT or forward motion , adds *n* to straight consonants ; thus,







 *Ben*,  *tone*,  *chain*,  *coin*,  *rain*,  *hone*.



91. It will be noticed that the hook which represents *r* at the beginning of a straight consonant, and that which represents *n* at the end are both struck towards the RIGHT, thus,  *brain*,  *train*.

92. A small final hook, written inside the curve, adds *n* to all curved consonants ; thus,









 *fain*,  *thin*,  *assign*,  *shine*,  *moon*,  *lean*.

93. A small final hook, struck by the LEFT or backward motion, adds *f* or *v* to straight consonants ; thus,

 *buff*,  *tough*,  *chafe*,  *cave*,  *rave*,  *hive*.  
There is no *f* or *v* hook to curves.







94. The hook which represents *l* at the beginning of a straight consonant represents *f* or *v* at the end, and both hooks are struck towards the LEFT ; thus,  *bluff*,  *cliff*.










95. The *n* and *f* hooks may be employed medially when they join easily and clearly with the following stroke ; thus,

 *punish*,  *dining*,  *cleaning*,  *fancy*,  *toughish*,  *diving*,  *graphic*,  *excellency*.





96. A hook at the end of a word is always read LAST ;



as,  *pen*,  *puff*,  *fun*; therefore, when a word ends with *n*, or *f* or *v*, followed by a vowel, the stroke consonant must be written and not the hook, as  *penny*,  *puffy*,  *funny*.

97. The forms  *shl*,  *shn*, when written upward, and  *ln*, when written downward, must never stand ALONE, because it might be supposed that   had been written downward, and  upward. These forms are distinct when joined to others; as,  *official*,  *valuation*,  *fallen*.

### Exercise 30.

1.           
2.           
3.           
4.           
5.           
6.           

### Exercise 31.

1. Ten, John, bun, ozone, Dane, then, plain, drain.
2. Doff, Jeff, pave, chough, Duff, hoof, brave, proof.
3. Wean, weave, wine, woof, run, roof, turn, turf.
4. Fen, fenny, Avon, venue, mine, Minnie, nun, ninny.
5. Banish, plenty, organic, mechanic, paving, cuff, coffee.
6. David, gun, agony, martial, travel, chiefly, aniline.



## CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

98. A circle or loop is added to the hook *n* attached to a straight consonant by writing the circle or loop *on the same side* as the hook, and thus turning the hook into a circle or loop, as *ſ Dan*, *ſ dance*, *ſ dances*, *ſ danced*, *ſ Dunster*; *ſ pen*, *ſ pens*, *ſ expense*, *ſ expenses*; *ſ spin*, *ſ spins*, *ſ spinster*, *ſ spinsters*; *ſ glen*, *ſ glens*, *ſ glances*, *ſ glanced*.

99. The circle represents *s* only between two consonants, thus *ſ* is not *pns-m* but *p-s-m*, as in the word *ſ opossum*. Therefore, when *ns* occurs medially both letters must be shown, as *ſ ransom*, *ſ density*.

100. The circle *s* is added to the hook *n* attached to curved consonants and to the hook *f* attached to straight consonants by writing the circle inside the hook; thus, *ſ fine*, *ſ fines*, *ſ frowns*; *ſ puffs*, *ſ drives*, *ſ grieves*, *ſ weaves*.

101. In order to distinguish between *nz* and *ns*, etc., after a *curved* consonant, as in *vans(z)* and *Vance(s)*, the stroke *n* must be used for *anse*, *ense*, *inse*, or *ance*, *ence*, *ince*, thus, *ſ vans* but *ſ Vance*; *ſ men's(z)* but *ſ mince(s)*. This distinction does not apply to *l* when coming *after another consonant*, and the hook is used in such outlines for *ns*; thus, *ſ balance*.

102. The large circle *ses* and the loops *st* and *str* cannot be written inside the small *n* and *f* hooks; therefore, *nsez*, *nst*, and *nster*, following a *curved* consonant, must be expressed by the stroke *n* with the large circle or loop attached; thus, *ſ fences*, *ſ fenced*, *ſ lances*, *ſ lanced*, *ſ Leinster*.

**Exercise 32.****Exercise 33.**








1. Pins, spoons, bounced, brains, tuns, trains, grains.
2. Jones, dunce, dunces, pounce, pounces, winsome.
3. Fens, offence, lens, lance, nines, ninnies, derives, Buffs.
4. Prudence, opulence, summons, science, lines, violence.
5. Men brave *the* perils of *the* sky in balloons, and of *the* waves in skiffs, if they may perchance gain eminence as scientists.
6. *The* archives of many societies give instances of vigilance and endurance in *the* pursuit of truth on *the* meanest allowance.






**REVIEW.**









1. By what sign is *n* added to a straight consonant and a curved consonant respectively?
2. By what sign is *f* or *v* added to a straight consonant?
3. How is a circle or loop added to *n* on a straight consonant; and how in the case of curved consonants?
4. How is the circle *s* added to *f* or *v* in the case of straight consonants?
5. Write *offences*, *feigns*, *fence*.












## CHAPTER X.





## -TION Hook.





103. The termination *-tion*, also variously written *-sion*, *-cian*, *-tian*, *-sian*, etc., which ends over 2,000 English words, is expressed by a large final hook; thus,  *edition*,  *fashion*,  *mission*,  *caution*,  *Persian*. The circle *s* is added thus,  *nations*,  *additions*.







104. When *-tion* hook follows a curved consonant it is written inside the curve, like the final *n* hook; thus,  *fusion*,  *vision*,  *session*,  *motion*,  *notion*.











105. When *-tion* follows a simple straight consonant, the hook is written on the side opposite to the LAST vowel; thus,  *passion*,  *option*,  *occasion*,  *auction*,  *diction*,  *education*,  *aberration*,  *duration*.






106. When *-tion* follows a straight letter which begins with a hook, circle, or loop, or springs from the curves    the *-tion* hook is written on the opposite side, to preserve the straightness of the letter; thus,  *abrasion*,  *repletion*,  *attrition*,  *citation*,  *Grecian*,  *section*,  *affection*,  *location*.




107. After *t*, *d*, or *j*, not beginning with a hook, circle, or loop, the *-tion* hook is written on the RIGHT side, irrespective of the vowel; thus,  *dictation*,  *rotation*,  *degradation*,  *magician*.

108. The *-tion* hook is used medially, as  *addi-*  
*tional*,  *dictionary*,  *auctioneer*,  *cautionary*.








































 *actionary*,  *actionable*,  *devotional*,  
 *affectionate*,  *national*,  *optional*.

109. When *-tion* follows the circle *s* or *ns*, it is expressed by continuing the circle on the other side of the consonant so as to form a small hook; thus,  *Second-place dot vowels between the circle and -tion are written OUTSIDE the hook; third-place vowels are written INSIDE the hook; thus,  *possession*,  *position*,  *musician*,  *accession*,  *sensation*,  *incision*,  *authorization*,  *dispensation*,  *transition*. First-place vowels do not occur between *s* and the syllable *-tion*.*

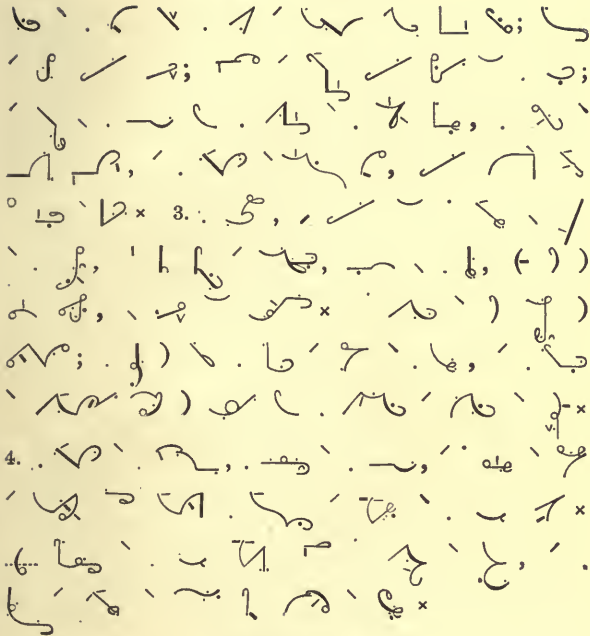
110. The circle *s* may be added to this hook; thus,  *positions*,  *suppositions*,  *musicians*; and the hook may be used medially; thus,  *positional*,  *transitional*.

111. When two distinct vowel signs occur immediately before *-tion*, write *sh* and the hook *n*, in order to accommodate the vowel signs; thus,  *valuation*,  *extenuation*,  *tuition*.

### Exercise 34.

1.   1789 )     
        
        
   )      
   2.     
      

**Exercise 34** (continued).



**Exercise 35.**

1. Ovation, omission, illusion ; lotions, orations, sessions.
2. Potion, cushion, ration, apparition, elocution.
3. Expression, fiction, navigation ; Prussians, accretions.
4. Tactician, adaptation, cogitation ; notions, imitations.
5. Cremation, salvation, remission ; donations, collisions.
6. Exceptional, occasional, sessional, missionary.
7. Cessation, precision, vexation ; annexations, pulsations.
8. Accessional, recessional ; superannuation (*shn* up).

**Exercise 35** (*continued*).









9. *His elation at the solution of the problem was illusory, and as soon as he saw it was a mere delusion, his grief was keen, and his relations began to fear mental dejection.*  
 10. *He should have taken more care in his explorations, nor should he have given heed to exaggerations which a brief examination showed to have no solid basis.* 11. *The propositions he put forth were shown to be pure assertions, and illustrations only of his aspirations, for his relaxation of all tests brought its own retribution.* 12. *There is no division in their views on this thing, and the exasperation to which it may give rise is increased by the disruption it caused.*







## REVIEW.
























1. How is the termination *-tion* expressed ?
2. How is the *-tion* hook written after a curve ?
3. How is the *-tion* hook written after a straight consonant ?
4. How after a straight letter beginning with a hook, circle, or loop, or springing from *f*, *v*, or upward *l* ?
5. How is the *-tion* hook written after *t*, *d*, or *j* ?
6. Give examples of the *-tion* hook used medially.
7. How is *-tion* expressed when following the circle *s* or *ns* ?
8. How far can this hook be vocalized ?
9. How is *-tion* written when two vowel signs occur immediately before it ? Write *accentuation*.

## ADDITIONAL DOUBLE CONSONANTS.

112. In addition to the general method of doubling consonants by the use of hooks, the following eight double consonants are represented as shown below :









<i>Letters.</i>	<i>Sign.</i>	<i>Name.</i>	<i>As in.</i>
KW		kway	quick, request
GW		gway	guava, anguish
WL	 (up)	wel	wail, unwell
WHL	 (up)	whel	whale, whelp
LR	 (down)	ler	feeler, nailer
RR	 (down)	rer	poorer, sharer
MP, MB		{ emp emb }	camp, embalm
WH		whay	where, whig






113. The initial hook in *wl* and *whl* is read FIRST ; thus,  *ill*,  *will*,  *willow*,  *whale*,  *Whaiey*. If a vowel precedes *w* or *wh*, write the stroke and not the hook, thus  *awhile*.

114. The remaining six characters are vocalized like the single consonants ; thus,  *calm*,  *qualm*,  *squeamish* ;  *keen*,  *queen* ;  *gulf*,  *Guelph* ;  *fowl*,  *fowler*,  *kneel*,  *kneeler* ;  *bear*,  *bearer*,  *jeer*,  *jeerer* ;  *tram*,  *tramp*,  *mire*,  *empire* ;  *way*,  *whey* ;  *weasel*,  *whistle*.

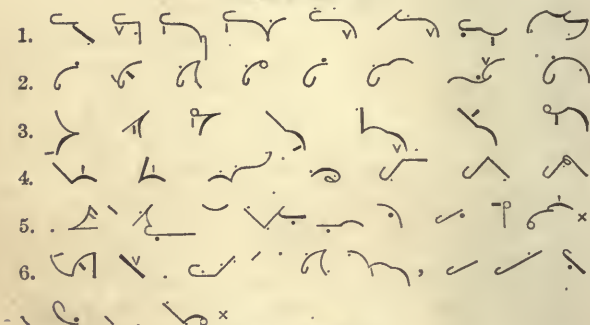
115. The double consonants LR and RR are employed only to indicate the terminations *ler* and *rer* ; separate letters must be written when another vowel occurs in the



termination, or when a vowel follows; thus,  foiler,  
 failure;  railer,  raillery;  fairer,  
 furor;  usurer,  orrery.

116. The double consonant  with a small initial hook becomes *mpr* or *mbr*; thus,  scamp,  scamper.  
 clamber,  limber.

### Exercise 36.





## CHAPTER XII.

## THE ASPIRATE.

117. The aspirate is represented, in addition to the downward  $\int$  and upward  $\text{hook}$ , by a downward tick, thus,  $\text{tick}$  (a contraction of the lower half of the sign  $\int$ ), and by a dot.








118. The downward stroke  $\int$  is used when  $h$  stands ALONE, or is followed by  $\text{dash}$  or  $\text{dash}$ ; thus,  $\int^v$  *high*,  $\int$  *Hugh*;  $\int$  *hawk*,  $\int$  *hog*; also when it gives a better outline than the upward stroke, as  $\int$  *hawser*.

119. The upward stroke  $\text{hook}$  is generally used when  $h$  is followed by a downstroke, a straight upstroke, the curves  $n$  and  $ng$ , or by a hook, circle, or loop; thus,  $\text{hook}$  *hop*,  $\text{hook}$  *hobby*,  $\text{hook}$  *haughty*,  $\text{hook}$  *hid*,  $\text{hook}$  *hatch*,  $\text{hook}$  *hedge*,  $\text{hook}$  *huffy*,  $\text{hook}$  *heath*,  $\text{hook}$  *heathen*,  $\text{hook}$  *hush*,  $\text{hook}$  *harrow*,  $\text{hook}$  *hero*,  $\text{hook}$  *hurry*,  $\text{hook}$  *honey*,  $\text{hook}$  *hung*,  $\text{hook}$  *hewn*,  $\text{hook}$  *hove*,  $\text{hook}$  *hews*,  $\text{hook}$  *hackle*.

120. When following another consonant, the stroke  $h$  must be so joined that the circle of the character cannot be read as the circle  $s$ ; as,  $\text{hook}$  *cohere*,  $\text{hook}$  *mohair*,  $\text{hook}$  *Soho*;  $\text{hook}$  *behave*,  $\text{hook}$  *outhouse*,  $\text{hook}$  *unholy*.



















































































































































































121. The downward tick  $h$  is used initially, and is always read *first*. It is prefixed to the stroke consonants  $\text{hook}$   $\text{hook}$   $\text{hook}$   $\text{hook}$  (the fact that these are the four consonants in the word SMALLER forms a useful mnemonic) or to any of the double consonants to which it will easily join; thus,  $\text{hook}$  *hiss*,  $\text{hook}$  *hazy*,  $\text{hook}$  *ham*,  $\text{hook}$  *hem*,  $\text{hook}$  *hemp*,  $\text{hook}$  *hall*,  $\text{hook}$  *holly*,  $\text{hook}$  *hear*,  $\text{hook}$  *hearer*,  $\text{hook}$  *Hebrew*,  $\text{hook}$  *hydra*,  $\text{hook}$  *hedger*,  $\text{hook}$  *hither*.

122. The dot *h* is placed before the vowel which is to be aspirated. It is used as an alternative to the stroke *h*, usually in order to avoid an awkward or long outline ; thus,

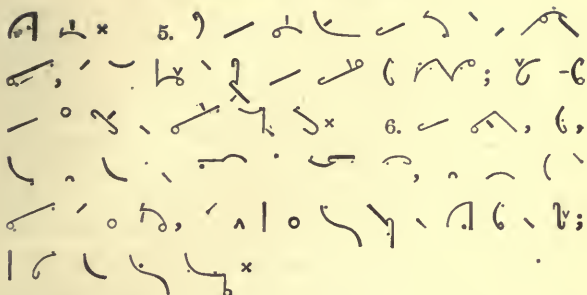
 happiness,  happening,  handy,  apprehend,  
 perhaps,  manhood,  loophole.

### Exercise 38.

had, happy.

1.    )         .  
  .  ,         x .  
  ,           .  
            x 2.             .  
            .  
            .  
            x  
            .  
            .  
            .  
            .  
            .  
            .  
            .

Exercise 38 (continued).



Exercise 39.

1. Hicks, hock, Hawkins, haggis, hackney, huckster.
2. hoop, hod, hitch, hoary, heap, heady, haddock.
3. hone, hive, housed, haggle, hammer, hairy, hardy.
4. Unhook, Sahara, cohesion ; abhor, unhinge, unhitch.
5. hymn, hilly, horn, horror, haze, hump, hasty.
6. Gingham, happily, uphill, household, handy, Redhill.
7. *In the isle which is his home, he says the herring fishery is among the occupations of the honest, homely people, and is far from unhealthy ; on their behoof he hastens to say this to Hugo.*
8. *There is no hotel there, but you may stay at a coffee-house ; I hear from Huxley the name of the owner is Hogg.*
9. *I shall be happy to hear you have had a pleasing holiday there.*





REVIEW.





1. Give the four signs used to represent the aspirate.
2. Explain when the stroke forms of *h* are employed.
3. What rule must be observed when *h* follows another consonant ?
4. Show when the two other forms of *h* are used.






## CHAPTER XIII.





## UPWARD AND DOWNWARD L AND R.



















123. The following rules govern the writing of the consonant *l* in either the upward or the downward direction, and the use of the upward or downward forms of *r*:—



124. INITIAL *L* is generally written upward, thus,  *loud*,  *aloud*,  *life*,  *alive*. In the following cases it is written *downward*:








(a) When *l* is preceded by a vowel and is followed by a horizontal letter not hooked initially; as,  *elk*,  *elm*,  *Ellen*,  *almoner*.




(b) When *l* precedes  and ; as,  *illusive*,  *lesson*,  *Lessing*.




125. FINAL *L* is generally written upward, thus,  *Paul*,  *Polly*,  *tale*,  *Italy*. In the following cases it is written downward:

(a) After the letters     and any straight upstroke, if no vowel follows the *l*; thus,  *full*,  *vile*,  *scale*,  *quail*,  *sequel*,  *rail*,  *yell*,  *Howell*. But if a vowel follows, *l* is written upward, as  *fully*,  *villa*,  *scaly*,  *Aquila*,  *rally*,  *yellow*.

(b) After a straight downstroke if two vowel-signs come between; as,  *duel*,  *trial*.






















(c) After a curve and circle, final *l* follows the same direction as the circle ; thus,  *fossil*,  *vessel*,  *thistle*,  *nasal*,  *Kingsley*,  *Cecil*,  *muscle*.










(d) After the consonants *n* and *ng*, *l* is also always written downward ; as,  *kneel*,  *only*,  *strongly*.























(e) The double consonant *lr* is used for the sound of *ler* where a final downward *l* would be written ; as,  *fowler*,  *kneeler*,  *roller*.














### Exercise 40.



1. laugh, olive, lead (*verb*), allowed, leach, allege, loth.
2. limb, long, loyal, lunch, lugger, legal, loudly, location.
3. Alack, Alma, allocation, alcove, almanac, Elgin, alkali.
4. Alum, Allan, Olga, alchemy, align, along, alcade.
5. Lawson, lacing, lozenge, listener, looseness, license.
6. Pill, pillow ; bell, below ; dell, delay ; gale, galley ; chilly.
7. Fell, fill, vale, vowel, skill, quill, roll, rill, file, avail.
8. Fellow, filly, value ; volley, skilly, quilly, Rollo, relay.
9. Yawl, Yale, Powell, dial, bowel, dowel, trowel.
10. Facile, vassal, saucily, missal, Nile, Bingley, filer.

126. INITIAL *R* is written upward ; thus,  *ray*,  *roe*,  *rob*,  *rag*,  *rim*,  *rife*,  *rain*,  *rose*,  *ration*,  *rail*. But when *r* is preceded by a vowel it is written downward ; thus,  *air*,  *oar*,  *Arab*,  *argue*,  *arm*,  *arrive*,  *arraign*,  *arose*,  *oration*,  *early*,  *arena*.

127. When *r* precedes *t*, *d*, *ch*, *j*, *th*, *kl*, *gl*, *w*, it is written upward, whether a vowel precedes or not ; thus,  *irritation*,  *aridity*,  *arch*,  *original*,  *orthography*,  *oracle*,  *argal*,  *ornamental*,  *Irwin*.

128. FINAL *R*, in short words, is written downward when it ends a word, and upward when it is followed by a vowel; thus,  pair,  perry;  tare,  Terry;  jeer,  jury;  car,  carry;  share,  sherry;  Nore,  Norah;  leer,  Laura;  sore,  surrey;  store,  story;  swear,  soirée;  stern,  siren.

129. When *r* is preceded by two descending strokes, it is generally written upward, so as to preserve the lineality of the writing; thus,  prepare,  debar,  Shakspeare. Write upward *r*, irrespective of vowels, rather than an awkward outline; thus,  officer,  reviser,  answer,  rear,  wore,  yore,  where. When *r* follows another stroke and is hooked finally, it is generally written upward; thus,  born,  morn,  portion.

130. The double consonant *rr* is used for the sound of *rer* where a final downward *r* would be written; thus,  adorer,  borer.

### Exercise 41.

1. raw, roan, rough, reign, rice, ram, rill, royal.
2. rum, renew, room, review, wreath, racy, rush.
3. Ear, ire, urban, arrack, Arran, Argyll, orphan.
4. Arise, ark, irk, arm, organ, urn, Armada, Arthur.
5. Errata, arrayed, Archie, orgie, Erith, earthy, auricle.
6. Boar, borrow; tore, tory; jar, Jarrow; cur, curry.
7. Shower, showery; moor, Murray; newer, Newry.
8. Sear, Sarah; star, starry; swore, swarthy; steer, Sterry.
9. Aspire, transpire, deplore, dabbler, babbler, bugbear.
10. Viscera, razor, sincere, Spencer; roar, wire, ewer.
11. Tarn, barn, corn, adorn, churn, fern, learn, turn.
12. Duration, immersion, enumeration, jeerer.



**Exercise 43.**

1. We may fairly say *the novel is the popular shape in which all manner of erudition is now given to the reader.* 2. *The discoveries of the man of science, the researches of the scholar, the lore of the past, all are widely known through romances.* 3. *In these the actions of imaginary people give occasion for narrations of discoveries relative to men and things.* 4. *By means of solid treatise, by oral lessons, or by the exercise of elocutionary powers such things can rarely be brought to the tyro, or to any but those whose duty it is to learn them.*

**REVIEW.**

1. How is initial *l* usually written ?
2. Give an illustration of each of the classes of outlines in which it is written differently.
3. How is final *l* usually written ?
4. Give an illustration of each of the classes of outlines in which it is written differently.
5. Which form of *r* is employed initially ?
6. Which form when a vowel precedes ?
7. Write *erudition*, *orgie*, *Erclès*.
8. How is final *r* written (a) when ending a word ; (b) when followed by a vowel ?
9. How is *r* written when two descending strokes come before ?
10. Write *visor*, *bouncer*, *roar*, *burn*, *derision*, *bearer*.



## CHAPTER XIV.

## THE HALVING PRINCIPLE.

131. Light consonants are made half their usual length to indicate the addition of *t*; thus,  $\_$  *ache*,  $\_$  *ached*,  $\_$  *sect*;  $\_$  *Kay*,  $\_$  *Kate*,  $\_$  *skate*;  $\backslash$  *pay*,  $\backslash$  *pate*,  $\backslash$  *plate*,  $\backslash$  *prate*,  $\backslash$  *pout*;  $\vee$  *bowl*,  $\vee$  *bolt*,  $\vee$  *bolts*,  $\vee$  *bullet*,  $\uparrow$  *mow*,  $\uparrow$  *moat*.

132. Heavy consonants are made half their usual length to indicate the addition of *d*; thus,  $\backslash$  *ebb*,  $\backslash$  *ebbed*;  $\backslash$  *bow*,  $\backslash$  *boxed*;  $\nabla$  *guy*,  $\nabla$  *guide*,  $\nabla$  *guided*;  $\nabla$  *glide*,  $\nabla$  *Gride*;  $\nabla$  *gray*,  $\nabla$  *grade*,  $\nabla$  *grades*;  $\frown$  *live*,  $\frown$  *lived*,  $\frown$  *livid*;  $\smile$  *ease*,  $\smile$  *eased*.

133. It will be noticed from the foregoing examples that a vowel coming before a half-length character is read first, the same as before a full-length consonant; as,  $\wedge$  *oft*,  $\_$  *act*. A vowel coming after a half-length consonant is read NEXT to the primary letter; thus,  $\vee$  *tie*,  $\vee$  *tight*,  $\nabla$  *no*,  $\nabla$  *note*.

134. When a consonant is hooked finally, it may be halved to express the addition of EITHER *t* OR *d*; thus,  $\backslash$  *paint* or *pained*;  $\backslash$  *plant* or *planned*;  $\downarrow$  *tint* or *tinned*;  $\downarrow$  *tents* or *tends*;  $\smile$  *rent* or *rend*;  $\mathfrak{P}$  *mounts* or *mounds*;  $\mathfrak{P}$  *rent* or *rend*;  $\backslash$  *puffed*,  $\backslash$  *paved*.

135. In words of more than one syllable, with certain exceptions, a letter may be halved to express the addition of EITHER *t* OR *d*; thus,  $\backslash$  *between*,  $\backslash$  *Bedwin*;  $\wedge$  *rabit*, *rabid*;  $\nabla$  *credit*,  $\nabla$  *crowded*;  $\frown$  *collaret*,  $\frown$  *colored*;  $\downarrow$  *disappoint*,  $\downarrow$  *despond*;  $\backslash$  *backward*,  $\smile$  *forward* ( $\smile$  *wd* contraction for *-ward*);  $\lfloor$  *dockyard* ( $\smile$  *yd* contraction for *-yard*),  $\mathfrak{P}$  *seated*,  $\mathfrak{P}$  *suited*,  $\mathfrak{P}$  *stated*.

136. The four consonants  $\frown$   $\smile$   $\frown$   $\smile$ , in addition to being halved to express the addition of *t*, are also halved and thickened to represent the addition of *d*; thus,  $\frown$  *mate*,  $\frown$  *made*,  $\frown$  *aimed*,  $\frown$  *mode*,  $\frown$  *tempt*,  $\frown$  *timid*,  $\frown$  *deemed*,  $\frown$  *neat*,  $\frown$  *need*,  $\frown$  *sent*,  $\frown$  *send*,  $\frown$  *felt*,  $\frown$  *felled*,  $\frown$  *heart*,  $\frown$  *hard*,  $\frown$  *moored*.

137. The forms  $\frown$  *ld* and  $\frown$  *rd* are, however, used only when these consonants immediately succeed each other, as  $\frown$  *paled*,  $\frown$  *paired*,  $\frown$  *mailed*,  $\frown$  *marred*. When a vowel comes between *l-d*, or *r-d*, these consonants must be written in full; thus,  $\frown$  *pallid*,  $\frown$  *parade*,  $\frown$  *mel-  
lowed*,  $\frown$  *married*.

138. *Lt* is written upwards; as  $\frown$  *belt*, except after *n*, *ng*, *w*, *kw*, when it is written downward; as  $\frown$  *knelt*,  $\frown$  *ringlet*,  $\frown$  *dwelt*,  $\frown$  *quilt*.

139. The consonants  $\frown$  *mp*,  $\frown$  *ng*, cannot be halved to express the addition of either *t* or *d*, unless they are hooked, initially or finally; thus,  $\frown$  *impugn*,  $\frown$  *im-  
pugned*,  $\frown$  *impend*,  $\frown$  *slumbered*,  $\frown$  *rampart*,  $\frown$  *anger*,  $\frown$  *angered* or *anchored*. The double consonants  $\frown$  *lr*,  $\frown$  *rr*, cannot be halved for the addition of *t* or *d* under any circumstances. In par. 136 it will be seen that the heavy half-length signs  $\frown$   $\smile$   $\frown$   $\smile$  are allotted to *md*, *nd*, *ld*, and *rd*.

#### Exercise 44.

1. Pet; pit, Tate, taught, kit, aft, east, shot, omit, pot.
2. Wit, await, light, alight, yet, plot, crate, treat, plight.
3. Bed, aided, edged, jade, goad, egged, mead, annoyed.
4. Old, erred, blade, bread, glade, broad, dread, greed.
5. Pound, fined, accident, unbent, inward, brickyard.
6. Meat, mud, night, Ned, admit, doomed, fillet, failed.
7. Bailed, ballad; showered, charade; tarred, tirade.
8. Pelt, polite, kilt, melt, omelet, inlet, runlet, quillet.
9. Impound, dampened, lingered, hungered, drunkard.

140. The upward *h* must be written in words that contain *h* halved, with or without final circle or hook ; as, *h*at, *h*ats, *h*eat, *h*unt, *h*ints, *h*aft, *h*eaved.

141. After the *-tion* hook, the stroke *st* may be written upward when it cannot be written downward ; thus, *excursionist*, *liberationist*, *salvationist*.

142. The half-length *r* [ *∕* ] should never be written alone, nor with *s* only [ *∕s* ] added. Write *∕* [ not *∕* ] *rate*, *∕* [ not *∕* ] *write*, *∕* [ not *∕* ] *writes*. It should generally be used finally for *rt*, and for *rd* when it is not convenient to write *∩* ; thus, *dart*, *fort*, *lard*.

143. Two half-length strokes, or two strokes of unequal length, must not be joined together UNLESS THEY MAKE AN ANGLE ; thus, */cht* must not be joined to */cht* for *chit-chat* ; nor *∩pr* to *∩pt* in *propped* ; nor *—k* to *—kt* in *tactics*, nor *—m* to *—nt* for *minute*. Detach the signs, or write the letters in full ; thus, *l/* or *∕* *chit-chat*, *∩* *propped*, *∩* *tactics*, *∩* *minute*. In *∩ford*, *∩named*, etc., the junction being evident, is allowed.

144. Half-sized *t* or *d* immediately following the consonants *t* or *d* is always disjoined ; thus, *∩tided*, *∩dated*, *∩treated*, *∩dreaded*, *∩hesitated*.

145. Verbs written with the half-length principle form their past tense thus, *∩fate*, *∩fated* ; */chat*, */chatted* ; *∩nod*, *∩noddod* ; *∩part*, *∩parted*.

146. Verbs written by a half-length letter ending with a hook form their past tense thus, *∩print*, *∩printed*, *∩plant*, *∩* (to preserve the straightness of the stroke) *planted*, *∩stint*, *∩stinted*, *∩acquaint*, *∩acquainted*, *∩grant*, *∩granted*, *∩rant*, *∩ranted*.

147. When a word ends with *t* or *d* followed by a vowel, the letter must be written in full, and not indicated by the

halving principle ; thus, —<sup>˘</sup> guilt, —<sup>˘</sup> guilty ; ↓ dirt, ↓<sup>˘</sup> dirty ; ↪ loft, ↪<sup>˘</sup> lofty ; ↪ fault, ↪<sup>˘</sup> faulty .  
 ↪ mould, ↪<sup>˘</sup> mouldy.

148. The circle s, as already explained (par. 62), is always read *last* when it is written at the end of a word ; thus, ↘ pun, ↘ punt, ↘ punts ; ↗ join, ↗ joint, ↗ joints ; ↘ frown, ↘ front, ↘ fronts.

### Exercise 45.

1. hate, height, hit, hits, hind, huffed, hounds, hunts.
2. Fashionist, elocutionist ; evolutionist, revolutionist.
3. Wrote, writ, rite, rout, port, tart, lured, leered.
4. Pit-a-pat, bribed, tick-tack, emanate, numbed, feared.
5. Attitude, audited, vegetated, doubted, obtruded.
6. Fitted, potted, jotted, netted, rooted, polluted, pirated.
7. Branded, grounded, stunted, rounded, unacquainted.
8. Fort, forty ; malt, malty ; neat, natty ; loved, love-day.
9. Tin, tint, tints ; pine, pint, pints ; shunt, shunts.

### Exercise 46.

— called<sup>(1)</sup>, — cannot<sup>(1)</sup>, — could, — great, — not<sup>(1)</sup>,  
 — short<sup>(1)</sup>, ↗ told, ↗ toward, ( that<sup>(1)</sup>, ( without.

1. ↗ ↗ ↗ ) ↗ ↗ ↗ ↗ ↗ ↗  
 ↗ ( — ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗  
 ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗ ↗  
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
































**Exercise 47.**

1. One kind of thrift is that of not spending money on that which is not needed ; by this means an amount is kept ready for any needs that arise. 2. The thrifty man differs from the miser, for the one husband his resources so that he may spend in the best method he can, while the other is a wretched fellow who covets and hoards riches, so that he may gloat over his wealth. 3. Money gained by honest means, and saved without stinting those who may depend on the earner, or niggardly refusing to give that which is claimed by society, is wealth earned and added to one's resources. 4. Both the progressionist and the protectionist assent to this. 5. We shall not be so impertinent as to assert that certain views on current events prevent any man who has studied the fortunes of his fellow men from feeling sympathetically disposed toward their efforts to make good use of funds obtained by skilled labor. 6. But without a secure State a man might be robbed of his goods, and to have such a State all must pay their part. 7. It was in the reign of the first Edward that taxes for a fixed amount were first levied in England.

**REVIEW.**

1. What description of consonants are halved for *t* only, and what for *d* only ?
2. How is a vowel read before a half-sized consonant ? How after ?
3. What may a consonant hooked finally, and words of more than one syllable, be halved to express ?
4. How is the addition of *t* and *d* to *m*, *n*, *l*, *r*, represented ?
5. When are the halved forms *ld* and *rd* not employed ?
6. How is *lt* usually written, and what are the exceptions ?
7. What are the limitations to the halving of *mp* and *ng* ?
8. When should the half-length upward *rt* not be used, and when is it usually employed ?
9. Under what circumstances must a full size and a half size consonant not be joined ?
10. Illustrate the rule by writing *cooked*, *midnight*, *fact*.

TABLE OF SINGLE AND DOUBLE CONSONANTS. 67


















		L hook.	R hook	N hook.	F and V hook.	Half Length.	
P	\	pl \	pr \	pn \	pf \	pt \	
B	\	bl \	br \	bn \	bf \	bd \	
T		tl	tr	tn	tf	tt	
D		dl	dr	dn	df	dd	
CH	/	chl /	chr /	chn /	chf /	cht /	
J	/	jl /	jr /	jn /	jf /	jd /	
K	—	kl —	kr —	kn —	kf —	kt —	
G	—	gl —	gr —	gn —	gf —	gd —	
F	\	fl \	fr \	fn \	....	ft \	
V	\	vl \	vr \	vn \	....	vd \	
TH	(	thl (	thr (	thn (	....	tht (	
TH	(	thl (	thr (	thn (	....	thd (	
S, Z	o) o)	.....	.....	sn ) zn )	....	st ) zd )	
SH	✓	shl  up, down	shr  down	shn  down up	....	sht ✓	
ZH	✓	.....	zhr 	zhn 	....	zhd ✓	
M	—	ml —	mr —	mn —	....	{ mt  md 	
N	—	nl —	nr —	nn —	....	{ nt  nd 	
NG	—	.....	ng <sup>k</sup> r 	ngn 	....	.....	
L	✓	.....	.....	ln  up, down	....	{ lt  ld  down	
R	 up	.....	.....	rn  up	rf 	rt 	
R	\	.....	.....	rn 	....	rt  rd 	
W	✓	.....	.....	wn 	wf 	wt 	
Y	✓	.....	.....	yn 	yf 	yt 	
H	✓	.....	.....	hn 	hf 	ht 	
KW	GW	WL	WHL	LR	RR	MP or MB	WH
—	—	 up	 up	 down	 down	—	—






























## CHAPTER XV.






## THE DOUBLE-LENGTH PRINCIPLE.

149. Curved consonants are made twice their usual length to indicate the addition of *tr*, *dr*, or *thr*; thus,

 *flow*,  *floater*,  *laugh*,  *laughter*,  
 *father*,  *vain*,  *vendor*,  *thunder*,  
 *oyster*,  *shatter*,  *mother*,  *smoother*,  
 *centre* or *sender*,  *lighter*,  *slighter*,  
 *builder*,  *boarder*.

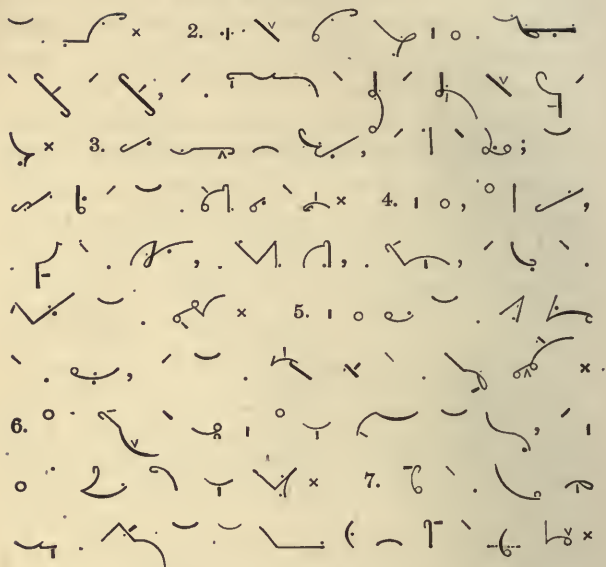
150. When *dr* or *thr* follow an initial *l* they are expressed by  and not by doubling the *l*; thus,  *older*,  *leader*,  *leather*. After *f*, *sh*, *m* also, *dr* is expressed by  and not by doubling; thus,  *fodder*,  *shudder*,  *Modder*.

151. Straight consonants hooked finally, or which follow another stroke, are made twice their usual length to indicate the addition of *tr* or *dr*; thus,  *pain*,  *painter*,  *ten*,  
 *tender*,  *wren*,  *render*,  *won*,  *wonder*,  
 *yon*,  *yonder*,  *Hun*,  *hunter*,  *rafter*,  
 *neck*,  *nectar*,  *rector*,  *detractor*,  
 *disputer*,  *debater*.

152. The character  *mp* is doubled to express *mpr* or *mbr*; thus,  *temper*,  *chamber*. The character *ng* is doubled to express *ngkr* or *nggr*; thus,  *shrinker*,  *longer*.





**Exercise 48 (continued).****Exercise 49.**

1. Enter, Easter, loiter, shutter, matter, mattered.
2. Founder, asunder, smatter, cylinder, Walter, mentor.
3. Palter, porter, folder, charter, chartered, herder.
4. Letter, louder ; latter, ladder ; fetter, feeder ; evader.
5. Shouter, shedder ; mutter, madder ; fitter, federal.
6. Pointer, tinder, ranter, wander, wandered, haunter.
7. Elector, gunpowder, dissector, pretender, bookbinder.
8. Vamper, Humber, jumper, timber, belonger.
9. Slumber, slumbered ; anger, angered ; entered.
10. Flounder, flounded ; director, directory ; fututes.

**Exercise 50.**









1. Most of the typewriters at present in use had American inventors and originators, and the early promoters of these valuable aids to authors of letters and documents were of American nationality. 2. Many an inventor and thinker has added first one and then another new device to the older models. 3. These have included a tabulator for tabular matter, and a duplicator for producing many copies of the same writing. 4. The manipulator, who is known as a typist, uses a lubricator, in other phrase an oil can, to keep his machine in proper order. 5. To measure gas we use a meter ; to learn the distance we travel, we refer to a pedometer or cyclometer. 6. A tube of quicksilver is an indicator of changes of weather.



**REVIEW.**




1. What additions are expressed when a curved consonant is written double its usual length ?
2. Under what restrictions are the same additions expressed when a straight consonant is doubled ?
3. What do  $\frown$  and  $\smile$  express when doubled ?
4. For what class of words are  $\frown$  and  $\smile$  most convenient ; explain why ?
5. What syllable is added in a few common words when a consonant is doubled ?
6. In the case of a verb written with the double-length principle, how is the past tense expressed ?
7. Write *territory*, *votary*.
8. When circle *s* is added to a double-length character how is it read ?


## CHAPTER XVI.






## VOCALIZATION OF PL AND PR.





157. The *pl* and *pr* series may sometimes be used to obtain a good outline, even though an accented vowel comes between the two consonants. In such a case the LONG dot vowels BETWEEN the two letters are expressed by a small circle BEFORE or ABOVE the consonant stroke; thus,  *chairman*,  *careless*,  *cashiered*,  *souvenir*. The SHORT dot vowels are indicated by a small circle placed AFTER or UNDER the consonant; thus,  *dark*,  *gnarl*,  *German*,  *girl*.

158. In cases where it is inconvenient to observe this rule, the circle may be written on EITHER side, for either a LONG or SHORT vowel; thus,  *regard*,  *engineer*.

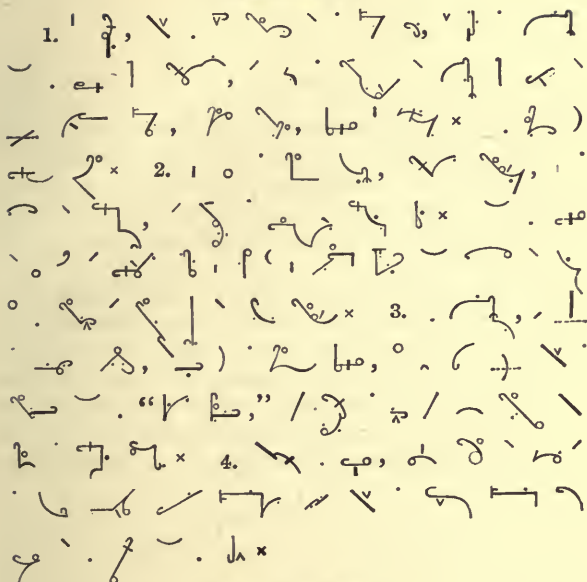
159. A stroke vowel or diphthong is struck THROUGH the consonant; thus,  *school*,  *record*,  *tincture*.

160. Single stroke words vocalized in the above ways are halved for either *t* or *d*; thus,  *court*.

161. When an initial hook or circle would interfere with a first-place vowel or diphthong, or a final hook or circle with a third-place vowel, the vowel-sign may be written at the BEGINNING or END of the consonant; as,  *child*,  *dormouse*,  *corporation*,  *figuration*,  *figures*.

162. It is seldom necessary to vocalize the *pl* and *pr* series to mark an unaccented vowel; thus,  *permit*,  *vocal*; but accented vowels may be inserted; thus,  *pervért*,  *pérvert*.

## Exercise 51.



## Exercise 52.

1. Chaired, cheerily; charm, term, germ, pilgrim.
2. Regarded, veneer; foreshore, nurse, foolscap, fixture.
3. Cart, guard, cheered, bold, curt, gold, gird, partake.
4. Norman, torture, culture, dormant, direct, childish.
5. *In order to shorten the journey, Mr Blackmore went by way of Turkey, but as he proceeded in a very deliberate fashion, we feel sure that the experiment will not curtail it.*
6. *An energetic man, it may be supposed, should have reached the court a great deal sooner.*
7. *There might then have been no murmurs from those who had the courage to say*

that his action showed want of courtesy. 8. A sharp frost had caused a fracture in a culvert, and a road in that locality was flooded.










## REVIEW.











1. How may the long dot vowels be indicated between the two letters of the *pl* and *pr* series of consonants ?
2. How are the short vowels expressed in the same case ?
3. When the position of the consonants renders it inconvenient to observe this rule, how may the vowel then be written ?
4. How are the stroke vowels written, when occurring between the letters of the *pl* or *pr* series of consonants ?
5. When a first-place vowel occurs between an initial hook or circle and the consonant to which the hook or circle is annexed ; and when a third-place vowel occurs between a final hook or circle and the preceding consonant, how may these vowels be written ?

## CHAPTER XVII.










## W AND Y DIPHTHONGS.












163. When *w* or *y* is followed by any simple vowel, a diphthong is formed, which is represented by a semi-circle written in the same position as the simple vowel ; thus,



<i>ah</i>		<i>aw</i>	<i>wah</i>		<i>waw</i>	<i>yah</i>		<i>yaw</i>
<i>eh</i>		<i>oh</i>	<i>weh</i>		<i>woh</i>	<i>yeh</i>		<i>yoh</i>
<i>ee</i>		<i>oo</i>	<i>wee</i>		<i>woo</i>	<i>yee</i>		<i>yoo</i>








The following are examples of the use of the above signs :  *zouave*,  *railway*,  *seaweed*,  *chamois*,  *misquote*,  *Indiana*,  *associate*,  *yearly*,  *folio*,  *youth*.










164. The same signs written LIGHT represent diphthongs formed of *w* and *y* and the SHORT vowels ; thus,









<i>ă</i>		<i>ô</i>	<i>wă</i>		<i>wô</i>	<i>yă</i>		<i>yô</i>
<i>ĕ</i>		<i>ŭ</i>	<i>wĕ</i>		<i>wŭ</i>	<i>yĕ</i>		<i>yŭ</i>
<i>ĭ</i>		<i>ö</i>	<i>wĭ</i>		<i>wö</i>	<i>yĭ</i>		<i>yö</i>

The following are examples of the use of the above signs :  *thwack*,  *twenty*,  *twinge*,  *memoir*,  *password*,  *lamb's-wool*,  *serial*,  *alien*,  *atheist*,  *patriot*,  *piteous*.


165. It is in practice rarely necessary to make any distinction between light and heavy signs. It will be seen that the SIDES of the circle represent  the *w* diphthongs, while the lower and upper halves  represent the *y* diphthongs.












166. The right semicircle  representing *waw* or *wô* may be prefixed to a stroke consonant where it is convenient ; thus,  *walk*,  *water*,  *watcher*,  *washer*,  *war*,  *warp*.

167. The left semicircle <sup>‘</sup> is prefixed to downward *l*, and the right semicircle <sup>’</sup> is prefixed to *k, g, m, mp*, to represent *w* only; thus,  William,  Wilson,  wake,  wig,  woman,  wampum. This sign is always read *first*, so that when a vowel precedes *w* the stroke  must be written, and not the abbreviation, thus  awake,  wake.

168. At the beginning of a word, the vowel *aw* may be joined to upward *l*, as  awl,  alter,  alteration; and the logogram  *aw* (*all*) may be joined in compound words commencing with *all-* or *al-*; thus,  Almighty,  already,  almost,  all-wise.

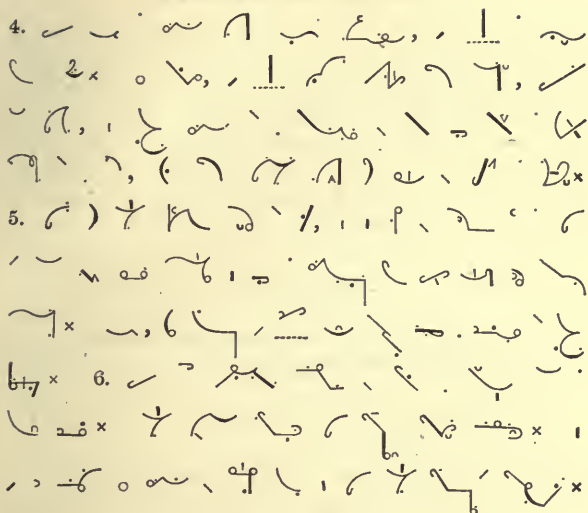
### Exercise 53.

 beyond<sup>(1)</sup>,  with<sup>(1)</sup>,  when,  what<sup>(1)</sup>,  would,  will.

1.              



**Exercise 53** (*continued*).



**Exercise 54.**

1. Eastward, assuage, sealing-wax, tweak, twinkle.
2. Walker, rope-walk, reservoir, soda-water, workman.
3. Fuchsia, yard, hosier, currier, varying, carrying.
4. Superior, cameo, glorious, hideous, fume, value.
5. Wardrobe, washerwoman, waterspout, all-fours.
6. Wag, weekly, wicked, wimple, wombat, Wilkins.
7. *When the Oriental heard the twang of the guitar, he walked to the palace, with the intention of talking to the musician who stood outside it.*
8. *He found the artist was not a strolling Syrian, but an Italian, who had made his way from Asia, and played appropriate music before audiences in the streets.*
9. *He seemed very youthful, although he had*

**Exercise 54** (*continued*).

gained *great* experience *when* he walked through many beautiful parts of Europe, and of Asia. 10. *He was* at one time associated *with* William, and *was* engaged in chariot races. 11. Then *he* practised assiduously in a gymnasium, *was very* abstemious, and became a noted athlete. 12. *From* some Belgians *he* learned billiards, and the brilliance of his play placed *his* skill at a premium; *it will be* admitted the Italian *was* a unique genius.

## REVIEW.

1. Write the signs for *wah*, *weh*, *wee*, *waw*, *woh*, *woo*; *yah*, *yeh*, *yee*, *yaw*, *yoh*, *yoo*, in position against the consonant *t*.
2. Give an illustration of the sign ' *waw* or *wö* joined to a stroke consonant.
3. Write *Wilkins* and *women* with the joined signs *c* *o*
4. When may the joined sign be used, and when must the consonant *✓* be employed?
5. Give illustrations of the joining of *aw* and the logogram *all* initially.

## CHAPTER XVIII.

## DISSYLLABIC DIPHTHONGS.

169. In addition to the signs used for diphthongs given in Chapters V. and XVII., most of which are monosyllabic (or one syllable), the following series of angular characters is employed for the representation of dissyllabic (or two-syllable) diphthongs : —

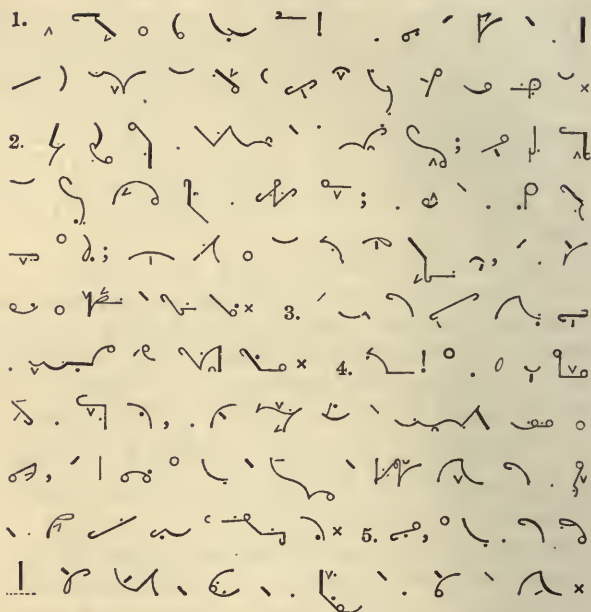
ah-i,	eh-i,	ee-i,	aw-i,	oh-i,	oo-i,
as in					
sol-fa'ist,	la'ity,	howbe'it,	flaw'y,	sto'ic,	bru'in.

170. These signs are written in the same places as the long vowels, and may be used to express a long vowel followed by ANY *unaccented* short vowel which may occur ; thus, represents the diphthong in clay'ey or in bay'onet ; that in re'al, re'instat, or muse'um ; that in draw'er or flaw'y ; that in No'ah, No'el, or o'olite ; that in Jew'el or Jew'ish.

171. Where a long vowel or diphthong is followed by an *accented* short vowel, separate vowel signs are written, or the *y* series is employed. Compare the following words :

poet,	poétic ;	re-elect,	re-éligible ;
reinforce,	re-éter ;	geological,	
géology ;	theatre,	théâtrical ;	realty,
réality ;	pean,	piáno.	

172. When two vowels occur in succession, not thus provided for, write the separate vowel signs ; thus, Leo, Louisa, Ohio, Messiah, Isaiah, royal, Dewey.

**Exercise 55.****Exercise 56.**

1. Naive ; obeyer, sayest, prosaic ; deity, Beatrice.
2. Withdrawer ; boa, Chloe, mower ; Lewis, ruin, cruet.
3. Gayest, idea, theory, Owen, deist, snowy, Galatea.
4. Cruel, creosote, druid, payable, sower, mausoleum.
5. Coincide, coincident ; shower (one who shows), shower  
(of rain).
6. Diary, lion, riot, bower, pious, empower, iota, tower.

**Exercise 57.**





1. *The Athenæum was the name given originally to a famous Roman school, which was the pioneer of many European institutions devoted to science, art, and literature.*
2. *In not a few places the liberal arts would have fallen into ruin, but for such associations, in which men of ingenuity acted in co-operation or coalition with valued coadjutors.*
3. *Minerva was the goddess of wisdom in the pantheon of Roman divinities, and her bust in heroic size figures on structures erected in the Ionic style for the promotion of the arts.*








**REVIEW.**






1. In what respect do the dissyllabic diphthongs differ from the monosyllabic diphthongs ?
2. Give the series of dissyllabic diphthongs.
3. In what position are the dissyllabics written, and what may they be used to express ?
4. What signs are used when a long vowel is followed by an accented short vowel ?
5. When two vowels occur in succession which are not provided for by the diphthongal signs, how are they represented ?




## CHAPTER XIX.




## PREFIXES.






173. The syllable *com-* or *con-* occurring at the beginning of a word is expressed by a light dot written before the first consonant; thus,  *commit*,  *community*;  *convey*,  *contribute*.

174. When the syllable *cog-*, *com-*, *con-*, or *cum-* comes between two consonants, either in the same or in a preceding word, it is indicated by writing the syllable or word, that follows UNDER or CLOSE TO the consonant or word that precedes; thus,  *recognize*;  *compose*,  *decompose*;  *confined*,  *unconfined*;  *incumbent*;  *in compliance*.

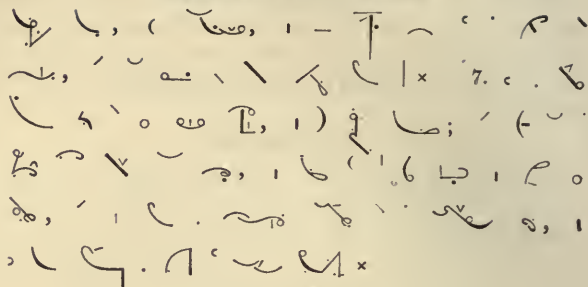
175. *Inter-*, *intro-*, or *enter-* is generally expressed by *~nt*; thus,  *interlock*,  *introspect*,  *enterprise*. The prefix may be joined when this course does not occasion ambiguity; thus,  *interdict*,  *entertain*.

176. *Magna-*, *magne-*, or *magni-* is expressed by a disjoined *~*; thus,  *magnanimity*,  *magnetize*,  *magnify*.

177. *Self-* is represented by a disjoined circle *s*; thus,  *self-possessed*,  *self-defence*,  *self-conscious*.

178. *In-* before the circled letters *n* *g* *o* *q*, is expressed by a small hook, written in the same direction as the circle; thus,  *inspiration*,  *instrument*,  *inscribe*,  *inherent*,  *inhuman*.



**Exercise 58** (continued).**Exercise 59.**

1. Competent, complete, compass, compute, compromise.
2. Convince, condemn, condense, congratulate, Congress.
3. Recognition, recognizor ; incompetent, incomplete.
4. Disconsolate, misconceive, reconsider, reconcile.
5. Interlude, intermeddle, interplead, intercede, intersect.
6. Introvert, introspective, introversion ; enterprised.
7. Introduce, interweave, interrupted, interchange.
8. Magnanimity, magnificence, magnified, magnetized.
9. Self-love, self-righteous, self-confident ; inhibit.

**Exercise 60.**

1. "Self-praise *is* no recommendation," runs a well-known proverb.
2. We feel *that* such praise *is* incongruous and incompatible to him who feels with Tennyson that self-reverence and self-control lead life to sovereign power.
3. We do *not* enjoy intercourse with those whose self-conceit *is* irreconcilable with their inconspicuous abilities.
4. But we love to converse with him who has enough modesty in his composition to spare us constant references to what he considers *are* his own magnificent enterprises.
5. We do *not*



**Exercise 60** (*continued*).














admire self-esteem *when* associated *with* self-will, *and when* *he who* shows *it* exhibits no circumspection or common sense *in his* communications, *is not* gifted *with* introspection, *but* manifests *a* stilted magniloquence. 6. Such *a* person *is* likely *to* provoke interruption, *should* *he* address *any* conference.

















REVIEW.












1. How is the prefix *com-* or *con-* expressed ?
2. In what position should two consonants be placed to express *com-* or *con-* intermediate ? What other syllables are also expressed in the same way ?
3. How are the prefixes *inter-*, *magna-*, *self-*, etc., represented ?
4. By what sign is the prefix *in-* represented, and to what consonants is it prefixed ?
5. When *in-* has a negative signification, how is it written ?










## CHAPTER XX.






## SUFFIXES.













180. The suffix *-ing* is expressed by the stroke , and *ings* by ; thus,  *facing*,  *facings*,  *evening*;  *musings*,  *robing*,  *borrowing*,  *partings*;  *feeling*,  *paving*,  *printing*,  *counting*.





181. When the stroke is not convenient, *-ing* is expressed by a light dot at the end of the word, and *-ings* by a light dash; thus,  *hoping*,  *plotting*,  *plottings*,  *tying*,  *turning*,  *turnings*,  *adjourning*,  *morning*,  *mornings*,  *engraving*,  *engravings*,  *cleansing*,  *dancing*,  *airing*,  *hatching*,  *hoeing*.




182. The suffixes *-ality*, *-ility*, *-arity*, etc., are expressed by disjoining the preceding stroke; thus,  *formality*,  *carnality*,  *geniality*,  *venality*;  *durability*,  *stability*;  *barbarity*,  *popularity*,  *regularity*;  *majority*,  *minorities*.







183. The sign  is employed as a contraction for *-ment*, when following  *n*,  *ns*, or a hook, when it will join easily; thus,  *imprisonment*,  *resentment*,  *commencement*,  *pavement*,  *refinement*,  *achievements*.

184. The suffix *-mental* or *-mentality* is expressed by  *mnt*; thus,  *fundamental*,  *regimental*;  *instrumental* or *instrumentality*,  *instrumentalities*.






















185. Generally *-ly* is expressed by ; thus,  *poorly*,  *heavily*,  *coarsely*,  *nicely*,  *greatly*. Where it is inconvenient to join the  it may be disjoined; thus,  *friendly*,  *confidently*,  *distantly*. It is sometimes easier to combine the *-ly* with the preceding stroke by means of the initial hook; thus,  *deeply*,  *actively*.

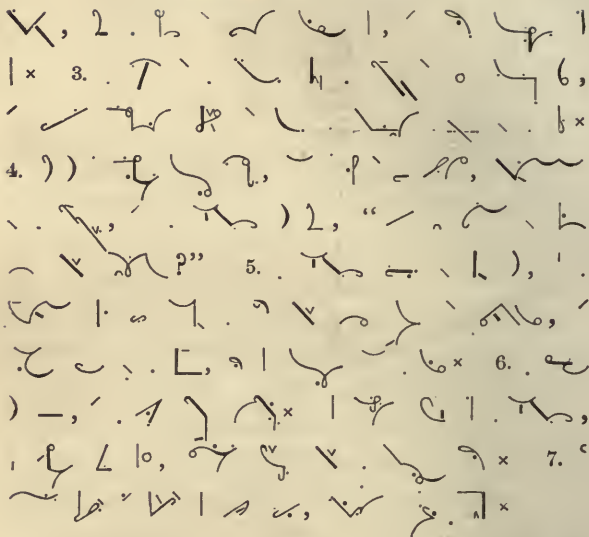
186. The circle *s* is used to express *-self* and the large circle to denote *-selves*; thus,  *myself*; it is sometimes joined, as in  *myself*,  *himself*,  *themselves*.

187. To express *-ship*  is used, as in  *stewardship*. Sometimes the character may be joined; thus,  *friendship*.

188. A disjoined  is used to express *-fulness*; thus,  *restfulness*,  *carefulness*. A disjoined  is used for *-lessness*; thus,  *listlessness*,  *lawlessness*.

### Exercise 61.

1.      
      
    
    
   
   

**Exercise 61** (*continued*).**Exercise 62.**

1. Weeping, webbing, eating, reading, etching, edging.
2. Hacking, juggling, thawing, terrifying, vying, thieving.
3. Erring, missing, noosing, letting, following, failing.
4. Branding, tending, accounting, puffing, driving.
5. Borings, borrowings, diggings, longings, livings.
6. Finality, brutality, nobility, singularity, minority.
7. Announcement, alignment, rudimental, sternly, vainly.
8. Oneself, ourselves. *Write the full consonant forms in:*  
herself, yourself, yourselves.
9. Hardship, leadership, playfulness, hopelessness.

**Exercise 63.**

1. *A swaggering manner, coarse jocularly, and forced conviviality are not compatible with real affability and geniality of disposition.* 2. *Neither can admiration be felt for him who impudently or insolently forces himself and his views on our notice.* 3. *"Know thyself," was the advice of a wise man, but how few of us are discerning enough to see ourselves as others see us?* 4. *Did we but possess this valuable learning, we could censure the shortcomings of others without any show of resentment.* 5. *But such censorship would not be agreeable to all, and few would care to fearlessly exercise it.* 6. *"Self-deceit is the easiest of any," runs the proverb, and it is an indication of extreme youthfulness to boast effusively of one's championship in scholarship or in workmanship over others.* 7. *The uselessness of such boasting may appear apparent when tested.* 8. *Thus the heedlessness shown in indulging in it is exposed.*

**REVIEW.**





1. What are the signs for the suffixes *-ing*, *-ings*?
2. When is the stroke and when the dot employed?
3. How are the suffixes *-ality*, *-ility*, *-arity*, etc., expressed?
4. What sign is employed for *-ment*, and how are *-mental* and *-mentality* indicated?
5. What are the suffixes for *-ly*, *-self*, *-selves*, and *-ship*?
6. How are *-fulness* and *-lessness* expressed?

## CHAPTER XXI.



## GRAMMALOGUES.

189. The list of grammalogues in pages 92-95 contains a number of logograms additional to those already given in connection with the exercises. By means of the first table in pages 92 and 93, in which the signs are grouped phonetically, and the directions furnished below, they may be readily committed to memory. Alphabetic characters are used to represent all the grammalogues except *and*, *he*, and *therefore*, for which convenient signs are allocated.

190. The POSITIONS of the logograms, ABOVE, ON, and THROUGH the line, are in general determined by the vowels contained in the words; and if a word has more than one syllable, by its accented vowel. For perpendicular and sloping strokes, standing alone, the positions are :—

1. *ah*, *aw*, *ă*, *ô*, *î*, *oi*, *wî* ABOVE the line; thus,  *at*.
2. *eh*, *oh*, *ě*, *ů*, ON the line; thus,  *up*,  *whether*.
3. *ee*, *oo*, *ž*, *ďď*, *ow*, *û*, THROUGH the line; thus,  *each*.

191. Vowel logograms, and horizontal and half-sized consonants, have but two positions :—





1. *ah*, *aw*, *ă*, *ô*, *î*, *oi*, *ay*, *wî*, ABOVE the line; as,  *ah*.
2. *eh*, *oh*, *ě*, *ů*, *ee*, *oo*, *ž*, *ďď*, *û*, *ow*, ON the line; as,  *toc*.

These rules do not apply to the irregular grammalogues set out in the table on the opposite page.

192. It will be noticed that in the tables of grammalogues some words are indicated with a hyphen, as, (*give-n*); or, with a double termination, (as, *important*). The correspond-
























ing logograms represent both *give* and *given*, *important* and *importance*.

193. In order to mark the plural number, the possessive case of a noun, or the third person singular of a verb, *s* may be added to a logogram; thus, — *good*, — *goods*; — *God*, — *God's*; — *come*, — *comes*.
















194. A logogram may be used either as a prefix or suffix; thus,  *afternoon*,  *undertake*,  *hereafter*,  *indifferent*.

195. Irregular grammalogues are of two descriptions, namely,

1. Those of frequent occurrence, written ON THE LINE for convenience. These are

 advantage	 from	 upon
 are	 have	 usual
 be	 if	 was
 been	 it	 we
 dear	 Lord	 which
 deliver	 Phonography	 will
 do	 shall	 your
 for	 think	

2. Those which, in their proper position, would clash with (*i.e.*, be mistaken for) some others. These are

 any 1	 much 1	 this
 ago, go 1	 number-ed 3	 those 1
 in 1	 O! oh! owe	 though 1
 me 1	 over 1	 truth
 more 1	 particular 1	 with 1

## GRAMMALOGUES

## PHONETICALLY ARRANGED.

Grammalogues marked "1" (first position) are written *above* the line.  
 Those marked "3" (third position) are written *through* the line.  
 Those not marked (second position) are written *on* the line.

## CONSONANTS.

<b>P</b>	↖	happy 1; up; put 3	<b>ks</b>	—	because 1
<b>pn</b>	↘	upon	<b>kl</b>	—	call 1; equal-ly called, 1
<b>pr</b>	↖	principally 3	<b>kr</b>	—	care
<b>prt</b>	↖	particular 1; oppor- (tunity	<b>krt</b>	—	according 1
<b>B</b>	↖	by, buy 1; be; to be 3	<b>G</b>	—	go, ago 1; give-n
<b>bv</b>	↘	above	<b>gd</b>	—	God 1; good
<b>bn</b>	↘	been	<b>grt</b>	—	great
<b>br</b>	↖	remember-ed, mem- [ber; number-ed 3	<b>F</b>	↖	if
<b>T</b>		at 1; it; out 3	<b>ft</b>	↖	after 1
<b>tl</b>	↖	told	<b>fr</b>	↖	for
<b>tr</b>	↖	truth; true 3	<b>fr</b>	↖	from
<b>trt</b>	↖	toward	<b>fn</b>	↖	Phonography
<b>D</b>		had 1; do; different-ce 3	<b>V</b>	↖	have
<b>dl</b>		deliver-ed-y	<b>vr</b>	↖	over 1; ever-y
<b>df</b>		advantage; difficult 3	<b>vr</b>	↖	very; however 3
<b>dn</b>	↘	done; down 3	<b>TH</b>	(	thank-ed 1; think
<b>dr</b>	↖	Dr 1; dear; during 3	<b>thr</b>	)	through, threw 3
<b>CH</b>	/	much 1; which; each 3	<b>TH</b>	(	though 1; them
<b>J</b>	/	large 1	<b>tht</b>	(	that 1; without
<b>jn</b>	↘	general	<b>ths</b>	(	those 1; this; these, 3
<b>jnt</b>	↘	gentleman 1; gen- [tlemen	<b>thr</b>	(	other
<b>K</b>	—	can 1; come	<b>thr</b>	)	their, there
<b>kt</b>	—	quite 1; could	<b>thr</b>	)	therefore 3 (double length)
<b>knt</b>	→	cannot 1; account	<b>s</b>	)	so, us; see, use (noun) 3
			<b>s</b>	o	as, has 1; is, Lis



## GRAMMALOGUES PHONETICALLY ARRANGED.

			VOWELS.		
st	o	first	Dash	^	and (up)
sprt	^	spirit		—	
sv	e	several	ă	—	a, an
Z	)	was; use ( <i>verb</i> ) 3, [whose 3]	ah	•	ah!
SH	✓	shall, shalt	ě	.	the
shrt	o	short 1	eh	.	eh?
ZH	✓	usual	ö	—	of
zhr	✓	pleasure		—	on
M	—	me, my 1; him, may	aw	^	all
mt	—	might 1		—	awe
ms	o	myself 1; himself	ũ	—	but
mp	—	important 1; im- [prove-d-ment]	oh	—	O! oh! owe
mr	—	more, remark-ed 1 [Mr, mere]	Dash	—	he
N	—	in, any 1; no, know	öö	^	to
nt	—	not 1; nature		—	should (up)
nd	—	hand 1; under	oo	^	two, too
nn	—	opinion		—	who
nr	—	nor 1; near	DIPHTHONGS.		
NG	—	language 1; thing	wě	^	when
L	✓	Lord	wĩ	—	with
R	✓	or 1; your; year 3	wö	^	what
r	✓	are; hour, our 3	wöö	^	would
rd	✓	word	yö	—	beyond
W	✓	we	yöö	^	you
wn	✓	one	ĩ	—	I, eye
wl	✓	will	ai	^	ay, aye (broad ai, yes)
Wh	✓	whether	ow	^	how
whl	✓	while 1	wĩ	—	why
Yt	✓	yet			

·	A, an	—	could	∪	have
↘	above	∪	dear	·	he
∪	according	∪	deliver-ed-y	∪	him
∪	account	— —	differen <sup>t</sup> .	∪	himself
∪	advantage	∪	difficult	∪	hour
∪	after	∪	do	∪	how
∪	ago	∪	Doctor	∪	however
·	ah!	∪	done	∪	I, eye
∪	all	— —	down	∪	if
∪	and (up)	— —	during	∪	importan <sup>t</sup> .
∪	any	— —	each	∪	improve-d-ment
∪	are	·	eh?	∪	in
·	as, has	∪	equal-ly	·	is, his
—	at	∪	ever-y	—	it
·	awe	∪	first	∪	know
∪	ay, aye(yes)	∪	for	∪	language
∪	be	∪	from	∪	large
∪	because	∪	general	∪	Lord
∪	been	∪	gentleman	∪	may
∪	beyond	∪	gentlemen	∪	me, my
∪	but	— —	give-n	∪	member
∪	by, buy	— —	go	∪	might
∪	call	— —	God	∪	more
∪	called	— —	good	∪	Mr, mere
∪	can	∪	great	∪	much
∪	cannot	∪	had	∪	myself
∪	care	— —	hand	∪	nature
∪	come	∪	happy	∪	

(	near	2	short	\	upon
(	no	/	should (up)	)	us
(	nor	)	so	..)	use ( <i>verb</i> )
..)	not	~	spirit	..)	use ( <i>noun</i> )
..)	number-ed	(	thank-ed	)	usual
-	O ! oh ! owe	(	that	\	very
..)	of	.	the	)	was
-	on	)	their, there	/	we
..)	one	(	them	2	what
..)	opinion	..)	therefore	..)	when
..)	opportunity	..)	these	/	whether
..)	or	..)	thing	/	which
(	other	(	think	..)	while
..)	our	6	this	/	who
..)	out	6	those	..)	whose
..)	over	(	though	..)	why
..)	particular	..)	through, threw	..)	will
..)	Phonography	\	to	..)	with
..)	pleasure	..)	to be	(	without
..)	principally	..)	told	..)	word
..)	put	..)	toward	..)	would
..)	quite	..)	true	..)	year
..)	remark-ed	..)	truth	..)	yet
..)	remember-ed	..)	two, too	..)	you
..)	see	..)	under	..)	your
..)	several	..)	up	..)	
..)	shall, shalt	..)		..)	

*The following composition consists of Grammalogues only.*

1.  $\sim | B., \vee \int | \backslash \cdot \sim \sim ' \cup, \backslash$   
 $\cup | \cdot \cup \sim \vee ' \backslash | \times \sim \sim \vee | \circ \cdot \sim$   
 $\sim ' | \cup \backslash \cdot \sim - \sim \cup \sim, ' \sim) \cup$   
 $\cup \int, \cdot \sim \sim \sim \cdot \cup ' \sim \backslash \cup \cup / /$   
 $- ' \int \times$  2.  $\vee \sim \int \sim \sim | \sim (\backslash \cdot \int \int)$   
 $' \sim \backslash |, ' \sim \int | \cdot \sim (\sim \cup, \circ | \cup \cup$   
 $\sim \backslash \cup \int \sim |, ' \int \int \sim | \circ \backslash (\cup$   
 $\int, ' \sim (\int \sim) \sim \times$  3.  $(\sim - \sim, \backslash, \sim$   
 $\cup \backslash \int |, \cup \sim \int \sim \cup \sim \cup \sim \cup \int \int$   
 $\cdot \sim \times | \cup - \sim \int \cdot \int, ' \sim \sim \sim \vee$   
 $\int \backslash, \backslash \int (\sim | \sim \sim - \sim \sim \sim \cup \times$   
 4.  $| \backslash \backslash (\cdot) \circ \cdot \sim \sim |, \sim \cup \sim -$   
 $' \sim |, ' | \sim - | \backslash, \cup \cdot \int \cup \sim \cup \cup$   
 $\int - \sim | \times \sim, \sim \sim \sim \int \cdot \int \backslash \cup \sim$   
 $\int \circ \times$  5.  $\sim - \vee \sim \cdot \int T, ' \sim \sim \sim \circ$   
 $\sim, ' (\sim (\sim, \cup)) \sim \int (\sim \backslash) \sim -$   
 $\sim, ' \sim \sim - ' \sim | \times \cdot$  6.  $\vee \sim \sim \sim \sim$   
 $\sim \sim \sim \sim \sim \sim \sim \sim \times | (\sim, \sim, \sim$   
 $\sim \int \sim \backslash (\sim \sim | \int, \sim \cdot \int \circ - \backslash)$

( / , ) | , ' \ | ^ \ | x 7. | ^ ( ) °  
 ' + ' ° \ ^ | ° \ J ? . ? \ / -  
 ) | ' - , ' | ' / - , / ) ) ( / -  
 - ^ ) \ | - / ( , ' . ( ' - x  
 8. ' , ( \ - 6 - , ) , ' \ , \ ( , -  
 ' | , ° | ° | \ - - ) , ' ° - - ) . ^  
 | , / + | \ \ \ x 9. - ' , \ -  
 \ ' - + ( | - ' - \ -  
 \ ; ? 6 , / - x 10. c , - | 6 , - , \  
 , ° . ^ - ^ F. , - \ ' ° J x 11. ' ! ,  
 / ( ^ \ 6 , ( ' - - x. 12. / ,  
 \ - . \ / - ' ' x

## Exercise 65.

*Introducing the Grammatologies in the preceding Table.*

1. My dear C.,—One without principle we cannot ever call a gentleman. 2. If he has no pleasure in the good nor in the true, we do not think of his nature as great. 3. We can, however, remark that Lord W., General L., and Mr. N., are numbered as gentlemen. 4. Though there has been no particular opportunity, these have each and all had an eye to and improved on any important advantage, and been the first to give a good account of it. 5. We thank them, and remember those things, therefore, because we know them to-be not a delivery of mere words. 6. Oh ! that all would do this, whether in their opinion or not there was equal advantage or no. 7. Ah ! how different might things

be ; what differences could be quite put out by a more happy spirit, and through the use of words or language which should give no care. 8. Why, if we have the will to deliver it, in the awc of God, this may yet be so ! 9. Aye, of a truth, he himself is of this opinion ; for myself, I shall use this very language with your doctor. 10. As usual, I shall put down every word delivered in Phonography, which is of great use in my hand. 11. It is quite usual, too, for me to see not several but a very large number of those who use it, and whose principal pleasure is to do all toward the improvement of others in it when near them, according to their opportunity. 12. It should be remembered that much was done during the first year, ay and beyond, for it is over two years ago that he told you to come or go to them when you had any difficult thing. 13. Under them our members, in a short while, I think, after the above, will equally improve much. 14. I know all will go up with us to thank him, at or from whose hands has principally been given so much, and therefore it is of importance that he should be called upon and thanked.

#### REVIEW.









1. How are the positions of grammalogues generally determined ?
2. When perpendicular and sloping strokes, standing alone, are used as grammalogues, how are their positions determined ?
3. How many, and what positions have vowel logograms and horizontal consonants ?
4. Why are the Irregular Grammalogues of the 1st Class not written in position according to their vowels ?
5. Why are the Irregular Grammalogues of the 2d Class not placed in their proper position ?
6. Give some examples in which s may be added to a logogram to express the plural, the third person of a verb, or the possessive case.
7. Give examples of logograms used as prefixes and suffixes.




## CHAPTER XXII.















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## CONTRACTIONS.











196. In order to give more facile outlines, certain medial consonants are omitted, as indicated below. In some words of this class, letters which find a place in the ordinary spelling are silent, and are not, therefore, represented phonographically.








*P* is omitted between *m* and *t*; thus,  *pumped*,  
 *plumped*,  *bumped*,  *tramped*,  *damped*,  
 *stamped*,  *thumped*,  *camped*.

*P* between *m* and *sh*; thus,  *presumption*,  *redemption*,  *assumption*.

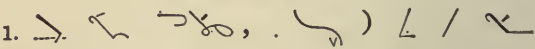
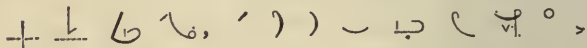

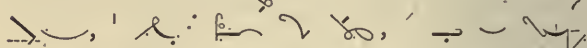


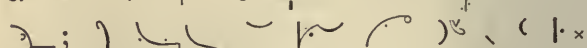
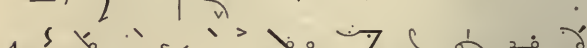
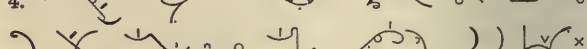


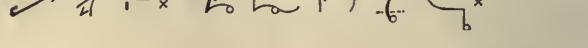
*T* between *s* and another consonant; thus,  *post*,  
 *postage*,  *postage stamps*,  *post office*,  *post-*  
*pone*,  *postponement*,  *most*,  *mostly*,  *honest*,  
 *honestly*,  *test*,  *testimony*,  *testimonial*,  
 *testament*.


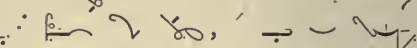
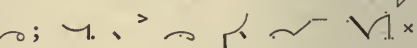


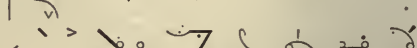
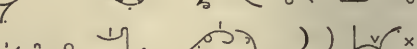
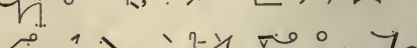
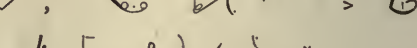
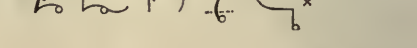
*K* or *G* between *ng* and *t* or *sh*; thus,  *distinct*,  
 *distinction*,  *distinguish*,  *anxious*,  *sanction*,  
 *sanctity*.

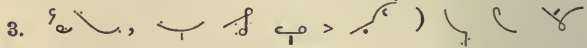
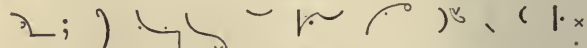

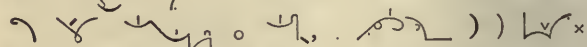

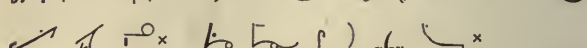
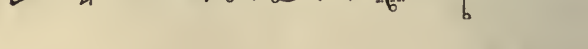
197. *Tick The*.—A slanting tick, joined to the preceding character, and usually written downward, is employed to represent *the*; thus,  *for the*,  *in the*,  *is the*,  
 *make the*,  *both the*. When it is more convenient, the tick is written upward; thus,  *from the*,  *above the*,  
 *before the*,  *said the*,  *on the*. In order to keep *on the* distinct from *I*, the first stroke must be written sloping. The tick *the* must never be used initially.


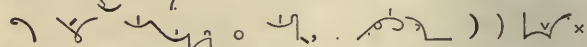

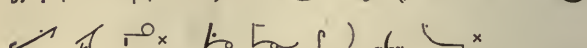
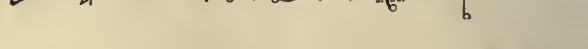
198. PHRASE *Of the*.—The phrase *of the* may be expressed by writing the two words which it connects CLOSE TO EACH OTHER, and in this way indicating that one is “of the” other; thus,  *plan of the work*,  *some of the indications*,  *result of the measure*,  *a statement of the actual condition of the country*. The method of intimating *of the* cannot be mistaken in practice for this mode of expressing *con-* or *com-*. When *of the* is followed by *con-*, write the dot for *con-*; thus,  *close of the contest*. These methods must not be employed after a dot or dash vowel sign, as  *a condensed account*,  *two of the principal men*, would not be distinct.


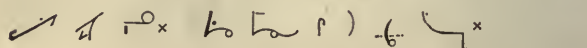
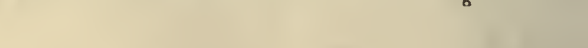
### Exercise 66.

1.            

2.          

3.       

4.     

5.   



**Exercise 67.**

1. Clumped, jumped, dumped, stumped, lumped.  
 2. Consumption, exemption, coemption, pre-emption.  
 3. Lastly, wistful, waistcoat, postman, restless, tasteful.  
 4. Tincture, instinct, defunct, punctual, adjunct.  
 5. When-the rights of men are considered, we are prompted to ask, What is-the nature (of the) rule that men live under? 6. For-the adjustment of affairs, laws of some kind exist, even among-the most savage nations (of the) world. 7. From-the operation of these the inhabitants cannot claim to be exempt. 8. But-the rights (of the) man are judged by-the privilege (of the) average man to share in-the making (of the) laws. 9. Some favored countries enjoy a suffrage (of the) broadest kind, and all have a voice in-the election (of the) head (of the) state, and in-the framing (of the) constitution. 10. In other countries, such as-the Celestial Empire, the people have no voice in-the management (of the) state. 11. Under a despot there is a temptation to sweep away the power (of the) state if things go ill. 12. But under elective conditions all that happens is that-the ministry (of the) day is deprived of its functions.


**REVIEW.**


1. When may *p*, *t*, *k*, *g*, be omitted?
2. Write *in the*, *for the*, *on the*, *with the*, *to the*, *at the*, and *the*, *from the*, *or the*, *but the*, *is the*, *as the*.
3. How is the connective phrase *of the* indicated?


## CHAPTER XXIII.


## CONTRACTIONS (CONTINUED).

199. Certain words of frequent occurrence are contracted by the omission of a portion of the outline :—

(a) By employing the first two or three strokes of the outline only ; thus,  *expect, expected.*

(b) In most words ending in *-action, -ection, etc.*, *k* may be omitted ; thus,  *objection.*































(c) In a few instances the medial consonant or syllable is omitted ; thus,  *passenger.*

(d) The hook *n* may be attached to words, where practicable, as a contraction for the following word *than* ; thus,  *better than.*

200. In the following list, contractions of a similar character and related words are grouped together ; they can thus be conveniently learned in sections.

## CONTRACTIONS—ARRANGED FOR LEARNING.

*Words marked (\*) are written above the line.*

Altogether *		subject		rather or writer	
together		expect-ed		Catholic	
anything *		unexpected-ly		character *	
nothing		respect-ed		characteristic *	
something		destruction		danger-ous	
everything		instruction		messenger	
architect-ure-al		objection		stranger	
neglect-ed *		better than		manuscript	
prospect		more than *		transcript	
object		rather than		transfer	

transgress	regular	improbable-bly-
transgression	kingdom *	ility
difficulty	knowledge	public-sh-ed
doctrine	acknowledge-d	publication
domestic	magazine	republic
enlarge-d	mistake-n *	republican
especial-ly	natural-ly	remarkable-y
essential-ly	never	represent-ed
establish-ed-ment	nevertheless	representation
govern-ed-ment	next	representative
immediate-ly	notwithstanding	reverend
impossible *	parliament-ary	satisfaction
inconsistent	peculiar-ity	satisfactory
inconsistency	perform-ed	unsatisfactory
influence *	performance	subscribe
influenced *	performer	subscription
influential *	reform-ed	surprise *
uninfluential *	reformation	temperance
information *	reformer	thankful *
interest-ed	phonographer	unanimity or
disinterested-ness	phonographic	unanimous
uninteresting	practice-d-cal-ly	uniform-ity
understand	practicable	whatever
understood	impracticable *	whenever
irregular	probable-bly-ility	yesterday






































*Transaction* should be written at length, because the contracted form might clash with *transgression*.

## CONTRACTIONS.

## ALPHABETICALLY ARRANGED.


*Words marked (\*) are written above the line.*

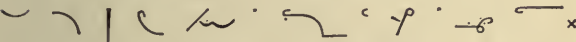
Acknowledge-d	impossible *	nevertheless
altogether *	impracticable *	next
anything *	improbable-bly-	nothing
architect-ure-al	ility	notwithstanding
Better than	inconsistent	Object
Catholic	inconsistency	objection
character*	influence *	Parliament-ary
characteristic *	influenced *	peculiar-ity
Danger	influential *	perform-ed
dangerous	information *	performance
destruction	instruction	performer
difficulty	interest-ed	phonographer
disinterested-ness	irregular	phonographic
doctrine	Kingdom *	practice-d-cal-ly
domestic	knowledge	practicable
Enlarge-d	Magazine	probable-bly or
especial-ly	manuscript	probability
essential-ly	messenger	prospect
establish-ed-ment	mistake-n *	public-sh-ed
everything	more than *	publication
expect-ed	Natural-ly	Rather or
Govern-ed-ment	neglect-ed *	writer
Immediate	never	rather than
immediately		reform-ed
		reformation

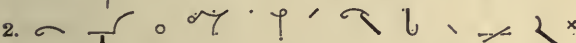
reformer 	something 	transgression 
regular 	stranger 	Unanimity or 
remarkable-ly 	subject 	unanimous 
represent-ed 	subscribe 	understand 
representation 	subscription 	understood 
representative 	surprise * 	unexpected-ly 
republic 	Temperance 	uniform-ity 
republican 	thankful * 	uninfluential * 
respect-ed 	together 	uninteresting 
Reverend 	transcript 	unsatisfactory 
Satisfaction 	transfer 	Whatever 
satisfactory 	transgress 	whenever 
		Yesterday 


### Exercise 68.

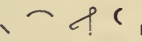
The following Exercise contains all the Contractions.

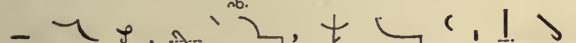
1. 

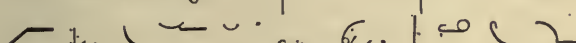
2. 


3. 

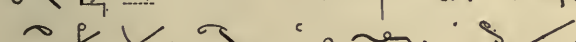
4. 

5. 

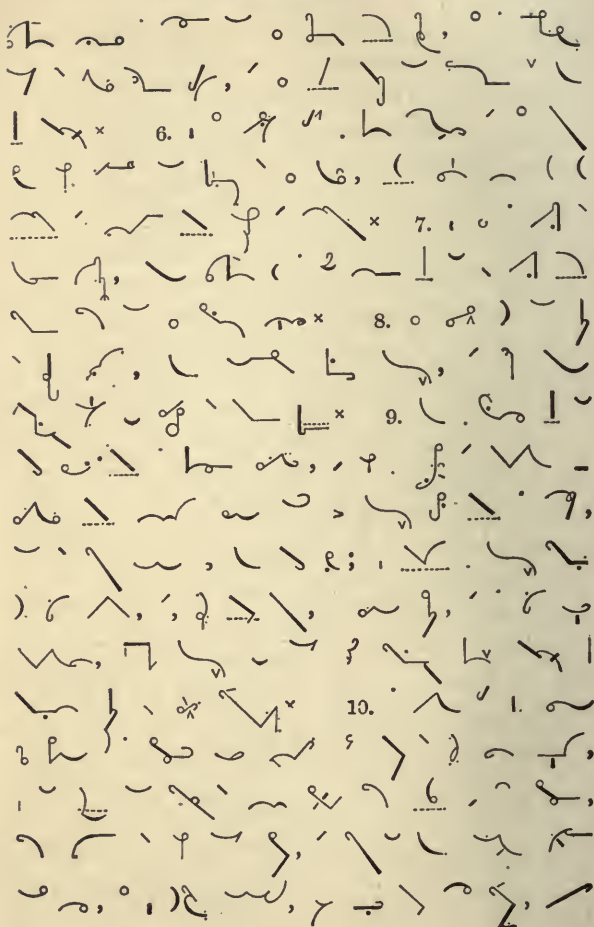
6. 

7. 

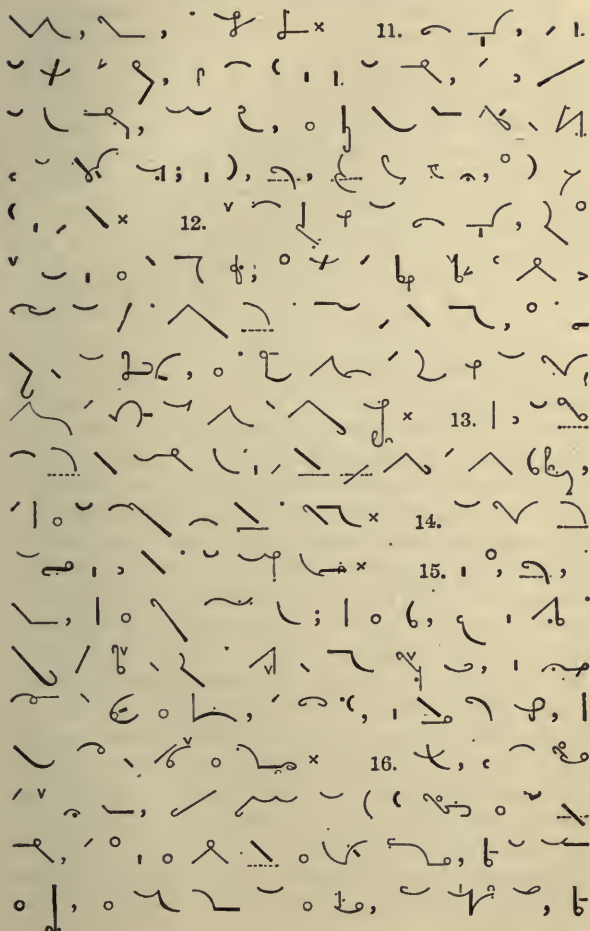
8. 

9. 

## Exercise 68 (continued).



Exercise 68 (continued).







**Exercise 69** (*continued*).

whether the *established* constitution is that of a *republic*, with a president at the head and *republican* institutions, or a *kingdom* with *parliamentary* rule, the importance of political *knowledge* to the elector is readily *understood*, and all parties are *unanimous* in their efforts (if not entirely *disinterested*) to *establish* it. 7. The leaders (of the) party forming the *Government* are *naturally* desirous that *information* (of the) actions they *perform*, which may contribute to its firmer *establishment*, should be *published*, but the *publication* of particulars of their policy in the official organs may be thought *uninteresting*, though not *improbable*. 8. It may have, indeed, a different reception from that anticipated, or rather, than seemed *probable*. 9. Though this may, not *improbably*, give the reverse of *satisfaction*, and be considered *unsatisfactory* by *Parliament*, still one *object* of *representative* institutions is that those elected to rule should give to those they *represent* the most authentic *information* on *public* events, and this is not *impracticable*. 10. If not done *immediately*, there must be good reasons for *neglecting* the *immediate* and *regular* *publication* of *interesting* news. 11. Any *inconsistency*, or any *difficulty whatever* in this *respect*, will *probably* result in *dangerous* disputes, or the *destruction altogether* (of the) *Government*. 12. The break up might not be *immediate*, but it is not an *improbability* that loss of confidence in their *representation* might lead supporters to *transfer* their allegiance *unexpectedly* at the next opportunity to *representatives* promising more *satisfactory* things. 13. It is a *peculiarity* of popular *representation*, as we *understand* it, for which we may be *thankful*, that the desire (of the) country, when expressed with *temperance* and *unanimity*, must be *respected*. 14. *Government* in accordance with *public feeling* is *better than* the attempt to *govern* in other ways. 15. *Notwithstanding* that this is *more than ever under-*

## Exercise 69 (continued).

stood, yet it is remarkable that some influential rulers, rather than make concessions, have faced the prospect of loss of power. 16. Those who thus transgress feel the results of their transgression; they have performed badly; they have had knowledge with power, but, it must be acknowledged, have not allowed it to practically enlarge, nor has it enlarged their minds, and the immediate result has been anything but pleasant, though something at which even a stranger might not feel surprise. 17. "Knowledge is power" is a practical truth which an architect or the performer of any act of skill recognizes in his performance, and the phonographer or shorthand writer acknowledges in his phonographic pursuits. 18. The latter knows, too, the importance of proper instruction and practice. 19. He knows that the uniform accuracy of his transcript depends on his own ability. 20. If the manuscript is a magazine article dealing with disinterestedness upon such a subject as the Catholic faith, or with religious architecture, he may need works of reference in any difficulty. 21. If he were to subscribe—and a small subscription would suffice—a messenger would bring them, whenever he desired them, together with architectural drawings; yesterday, I am told, he was expected to do so. 22. This is a more practicable way than he would, in all probability, have adopted.

## REVIEW.

1. What general principle of contraction may be employed in words of frequent occurrence?
2. In words ending in *-action* what consonant may be omitted?
3. Give an illustration of the omission of the medial consonant.
4. What does the hook *n* represent as a contraction?

## CHAPTER XXIV.

## PHRASEOGRAPHY.

201. The phonographic characters for a common phrase, consisting of several words naturally related to each other, are joined together and written without lifting the pen; for example,  $\curvearrowright \searrow$  *may be* is written thus,  $\curvearrowright$  and  $\vee \searrow$  *I have been*, thus,  $\swarrow$  These groups of joined characters are known as phraseograms, and the employment of this method of writing is styled phraseography. Phraseograms should not be made of words that can only be joined with difficulty, nor should they be too long, or carry the pen too far from the line.

202. In phraseography *I* is frequently abbreviated by writing the first stroke only, for example,  $\text{—}$  represents *I am*, and  $\text{—}$  *I can*.

203. Generally, the first logogram in a phrase must occupy its proper position; thus,  $\text{—} \searrow$  *can be*,  $\text{—}$  *you can*; but a logogram written in the first position may be raised or lowered to accommodate it to the following character, thus  $\text{—} \uparrow$  *I had*,  $\text{—} \downarrow$  *I see*.

204. A logogram or phraseogram may be written over or close to a word to express *con-* or *com-*; thus,  $\text{—} \searrow$  *you will comply*,  $\text{—} \uparrow$  *I am content*,  $\text{—} \downarrow$  *and contrive*,  $\text{—} \searrow$  *has commenced*,  $\text{—} \uparrow$  *and is content*.

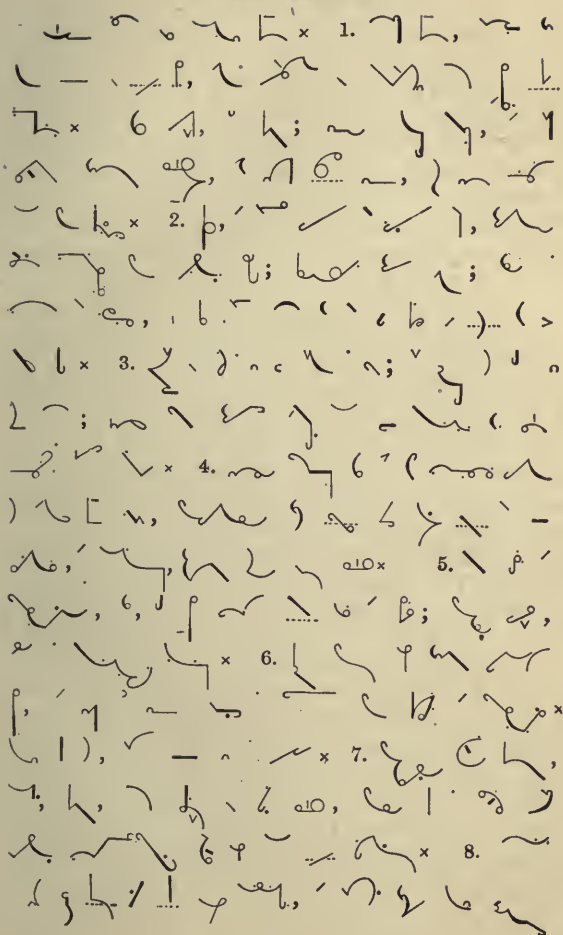
205. *There* or *their* may be added to a curved full-length logogram by doubling it; thus,  $\text{—} \searrow$  *for there*,  $\text{—} \searrow$  *from their*,  $\text{—} \searrow$  *in their*,  $\text{—} \searrow$  *if there*.

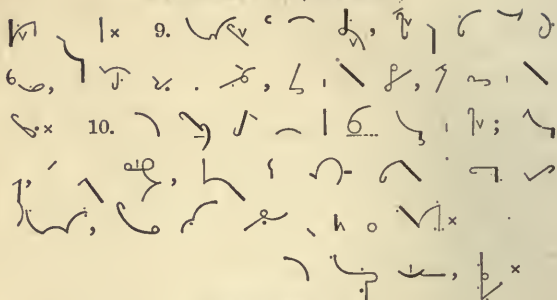
## PHRASEOGRAMS.

$\vee$	<i>I</i>	$\text{—}$	<i>I did not</i>	$\vee$	<i>I was</i>
$\uparrow$	<i>I do</i>	$\searrow$	<i>I have</i>	$\searrow$	<i>I shali</i>
$\text{—}$	<i>I do not</i>	$\text{—}$	<i>I think</i>	$\searrow$	<i>I shall be</i>
$\text{—}$	<i>I had not</i>				

I am	<i>of</i>	that you
I will	of course	that you are
you	of course it is	which
you can	to	which you may
you cannot	to you	which you will
you may	to him	which cannot
you must	to me	with
you must not	to them	with it
you will	and	with which
you will be	and have	with them
you will do	and it is	when
you are	and the	when he was
he	should	when it
he thinks	should be	would
he was	should do	would it
he may	as, has	would be
he will	as it is	—
he would	as it should be	could not
we	as well as	do not
we are	has not	had not
we have	is	did not
we have not	is it	for you
we have seen	is not	for this
it	who	for this reason
it is	who have	in which
it is not	who would	in this way
it is said	who would not	our own
it should be	who would be	so that
it would be	that	they will
	that is	this is

Exercise 70.



**Exercise 70** (*continued*).**Exercise 71.**

1. You-will-be interested when I-tell-you we-have-seen some (of the) finest sights here, though you-must-not suppose we-have-seen them all. 2. It-is-said, and-we-think it-is-not improbable, that-they-will arrange excursions, so that we-can climb at our-own convenience several (of the) mountain peaks. 3. This-is, of-course, very satisfactory, and-we hope to see them in-their beauty. 4. You-will-do well to-come, if-you-can ; it-is an opportunity for climbing which-you-will hardly have again. 5. We-can arrange for-you, while you-are here, to-stay in our hotel ; we-have abundant room. 6. In-this-way no-time will-be lost in going-to-you, and-we-will see that-you-are pleasantly lodged. 7. If-you have a friend who-would-be willing to-come with you, and who-would-not object to climbing, you-cannot-do better-than bring him ; it-would-be a great delight to us to-have his company ; we-are pleased to see your friends. 8. I-have-seen-the guide, and-have sought his opinion about-the excursions. 9. He-thinks-the time chosen is most suitable, and for-this-reason alone, that-the atmosphere is very clear ; he says that-the trip is one which-cannot fail to-be pleasant. 10. Of-course-it-is a great satisfaction to hear this, as-it-is-the fact, I-think, indeed, it-must-be



**Exercise 71** (*continued*).




admitted, that fogs and clouds do-not add to-the pleasures of-such a trip, and-the risk, as-well-as-the toil, is greater. 11. Is-it not-so ; and has-not-the guide spoken correctly ? 12. He-is one who-would-not consciously mislead, and would-be-the last to-do-so ; we-have-not-the slightest doubt he-would. 13. I-shall-be greatly surprised, and I-think many of us would-be so too, if guides for-their-own ends, or in-their-own interest, gave bad advice. 14. This-is as-it-should-be ; they-have a reputation they-must maintain, and-I-think I-shall-be justified in-the confidence I-have in what-is told-me. 15. You-may think otherwise, but you-cannot deny—you-must admit—that-he-was right in-the readiness with-which he-has acted when any of-those in-his party have-been in danger ; to-him they owe their safety. 16. I-did-not-think I should-be called on to defend him, though I-shall always do this, for I-feel it-is a duty I should-do, when-it-seems needful. 17. I-do hope that-you-will see that, as-it-is my duty, the task is one which-you-may assist, and with-which, or in-which, you-can feel sympathy. 18. I-shall, and I-am-certain he-will-be, gratified if it-should-be so ; I-did-not suppose it-would-be. 19. To-them and to all who-have to-do with-it, as-well-as to-him, would-it prove a great delight when-it happened, and-it-is-certain to-do-so very soon.




REVIEW.


1. What is Phraseography ?
2. State the characteristics of a good phraseogram, and give a few illustrations.
3. How is *I*, in some cases, employed in a phraseogram ?
4. When logograms are united, which determines the position of the outline ?
5. How may a logogram be written in relation to another word so as to indicate *con* or *com* ?
6. In what way can *there* or *their* be added to a curved logogram ?



## CHAPTER XXV.

## PUNCTUATION, ETC.











206. STOPS are written as usual, except the PERIOD, for which, as already explained, a small cross is used ; thus, × The HYPHEN is written thus,  well-spoken ; the DASH thus,  The PARENTHESIS stroke should be made a little larger than a double-length upright consonant. In shorthand correspondence the sign  may be used to indicate that the preceding sentence is to be taken humorously ; and the NOTE OF INTERROGATION is better represented thus ? and the NOTE OF EXCLAMATION thus !

207. ACCENT may be shown by writing a small cross close to the vowel of the accented syllable ; thus,  ar'rows,  arose',  renew'.

208. EMPHASIS is marked by drawing one or more lines underneath ; a single line under a single word must be made wave-like, , to distinguish it from — *k*.













209. TO MARK AN INITIAL CAPITAL draw two short lines under the word ; thus, .  The Times,  Abel.

210. FIGURES are written as usual. When *one* and *six* are written by themselves, form them thus, 1, 6, that they may not be mistaken for shorthand characters.

211. NOMINAL CONSONANT.—Initial letters should in all cases be written in longhand ; as  J. E. Smith. For certain purposes, however, the phonographic vowels can be written without consonants, by using   as outlines having no specific values ; thus  *ä*,  *eh*,  *i*,  *ah*-*a* (yes). The stroke vowels may be struck horizontally THROUGH the nominal consonant, as  *ö*,  *ü*,  *öö*.

212. FOREIGN CONSONANTS AND VOWELS.—The Scotch guttural *ch*, Irish *gh*, (heard also in German, Dutch, Welsh,



and other languages,) is written thus,  *ch*: as in  *loch* (Scotch, lake),  *Loughrea*,  *Clogher*,  *ich* (German, I),  *dach* (German, roof). The Welsh *ll*, (the whispered or breath form of the English *l*, like *f* and *v*, *wh* and *w*,) by  *ll*; thus,  *Llan*. French nasal  ; French and German vowels  *jeune*,  *Goethe*,  *dú*

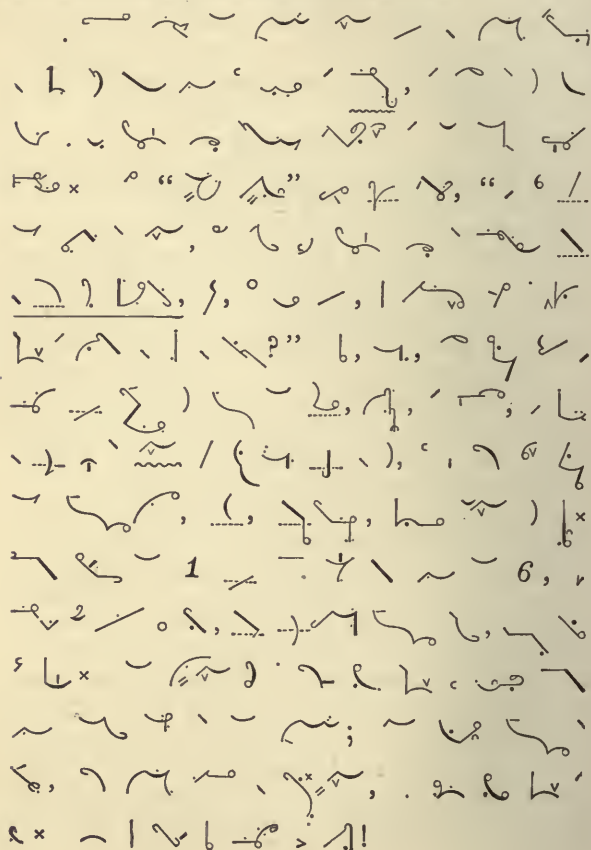
### Exercise 72.

*Write the following sentences in shorthand and punctuate, introducing all the above signs. Express emphasis with regard to words in italic, and indicate accent in the word printed in SMALL CAPITALS.*

The characters employed in longhand writing are too lengthy and complicated to admit of their being written with neatness and *expedition* and most of us have felt the need for some means of bringing the operations of the mind and hand into closer correspondence. As the English Review once truly observed "Who that is much in the habit of writing has not often wished for some means of expressing by *two or three dashes of the pen* that which as things are it requires such an outlay of time and labor to commit to paper" It is indeed most strange that we who excel our progenitors so far in science literature and commerce should continue to use the mode of *writing* which they have handed down to us with but very slight changes in the forms of the letters though by its complexity it makes handwriting so tedious. What can be spoken in one hour can only be written in six but the expert shorthand writer is able by the use of the winged forms of Phonography to keep pace with the tongue. In letter writing there is a very great saving of time when communications can be written in Phonography instead of in longhand and in various forms of composition from lengthy articles to *PRÉCIS* writing the system saves time and effort. May it prove its excellence to the reader

### Exercise 73.

*The preceding exercise accurately punctuated. The student should compare his work with the following, and correct any errors.*



## CHAPTER XXVI.

## METHOD OF PRACTICE.

213. The student, having made himself familiar with the principles of the system as presented in the preceding pages, should take every opportunity to practise writing. As much time, however, should be spent in reading as in writing Phonography. Printed Phonography is better for this purpose than manuscript. One or two shorthand volumes should be read before a rapid style of writing is cultivated, so that it may be formed on a correct model. The following is a good method of practice :—Take a specimen of printed shorthand, and read it over two or three times. Then write it in shorthand from the shorthand copy, pronouncing every word aloud while writing it. Next take the key in the common print, and write the passage in shorthand without looking at the printed shorthand. Then compare the written and printed shorthand, and correct any errors. Write the correct outline for every word wrongly written at first several times on a separate sheet, or in a note-book, filling a line with each word, and pronouncing it aloud while writing it. This practice should be continued until a correct style is obtained.

214. Various books and periodicals are published containing shorthand reading matter printed in the Corresponding Style of Pitman's Shorthand, as developed in the preceding pages of this book. This style of writing is chiefly employed in correspondence between phonographers, in making extracts from books, and for other purposes for which longhand is generally used. The Corresponding

Style can be written two or three times as fast as longhand. It is to the practised reader more legible than quickly written longhand. The following is a list of periodicals and books suitable for the purpose mentioned above:—

**PITMAN'S JOURNAL.** An American magazine for Isaac Pitman writers. Published monthly, except July and August. Yearly subscription, 50 cents, postpaid. Sample copy free. Contains twenty-four or more pages (size,  $7\frac{1}{2} \times 9\frac{1}{4}$  in.), including eight columns of beautifully engraved phonography, furnishing invaluable means for study and practice.

**PITMAN'S SHORTHAND WEEKLY.** Subscription \$1.75 per year; 50c. for three months, postpaid. Sample free. Each number contains twelve pages of shorthand, with illustrations. Stories appear in every issue, for which editions in ordinary print are readily obtainable for use as a key.

**THE PHONOGRAPHIC READER,** price 20c., contains a course of shorthand reading exercises, with the key in ordinary print on the opposite page.

**TALES AND SKETCHES,** by Washington Irving, price 40c., cloth binding, 50c., with key in ordinary print at the foot of each page.

**SELECT READINGS, No. 1,** price 20c., containing selections from Hawthorne, Dickens, Goldsmith, Hugo, Addison, etc.





**SELF-CULTURE,** by John Stuart Blackie, price 40c., cloth, 50c. Edition in ordinary print, which may be used as a key, price 60c.

**ROBINSON CRUSOE,** by Daniel Defoe, price 60c., cloth, 75c. **THE VICAR OF WAKEFIELD,** by Oliver Goldsmith, price 50c., cloth, 60c. **GULLIVER'S VOYAGE TO LILLIPUT,** by Jonathan Swift, price 40c., cloth 50c. **THE BATTLE OF LIFE,** by Charles Dickens, price 40c., cloth, 50c. Any of the editions of these works in ordinary print may be used as keys.

**THE BOOK OF PSALMS,** price 40c., cloth, 50c. The text followed is that of the "Authorized Version."

In addition to the method of exercise suggested in par. 213, considerable advantage will be derived by the student from reading practice in shorthand, by means of the above works. If possible, the student should provide a friend with a longhand edition of any work selected, and get him

to check his own reading from the shorthand volume. Thus, a considerable insight will be obtained into the formation of phonographic outlines and phrases, and he will also receive valuable training in the reading of shorthand notes. When copying printed matter into Phonography, the student is recommended to refer to "The Shorthand Dictionary" (price, \$1.50) in the case of doubtful outlines. The Dictionary, however, should not be used to save the learner the trouble of *thinking* how the word should be written.

215. It must be remembered that the saving of time and great ease in writing are not secured by using hooked, grouped, or half-sized letters on all possible occasions. A long and flowing outline is better than one that is short but cramped, with joinings that check the pen. For instance, the outline  *minute* (sixty seconds) is briefer to the eye than  *minute*, but is not so quickly written: and the two strokes in  *mental* take more time than the three strokes in  *mental*. The rule for choosing outlines should be SHARP ANGLES, FORWARD; and, if possible, avoid cross curves and obtuse angles.

216. As in rapid writing from dictation it is impossible to insert many vowels, and as the ability to follow a public speaker is the goal to which every phonographer should aspire, the student, as soon as he can write with accuracy, should accustom himself to write only the outlines or consonants of words, and go over his work a second time to insert vowels. This will train his hand to reporting, and accustom him to read unvocalized Phonography. When he can write with accuracy and fluency, and should it be his desire to enter the ranks of Court or Legislative reporting, he may proceed to the study of the Reporting Style of Isaac Pitman's Shorthand.

# SHORTHAND.

## Exercise 74.

1. . 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
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23. "The end of the world"

24. "The end of the world"

25. "The end of the world"

26. "The end of the world"

27. "The end of the world"

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36. "The end of the world"

37. "The end of the world"

38. "The end of the world"

39. "The end of the world"

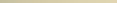
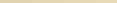
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36.

1783x

1783x

37. . 0  $\frac{1}{\sqrt{2}}$   $\frac{1}{\sqrt{2}}$  ... 2 c n. - .  $\frac{1}{\sqrt{2}}$   $\frac{1}{\sqrt{2}}$

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38.


"7 s' L - 2 } / \ J F \ ^l ' x"

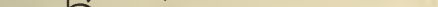
39. 

2' 4 2 x" 40. . V Z' . 1 2 /

$\sim \epsilon^{(0)})(\cdot) [_{\infty} + \dots] \sim \sqrt{\epsilon}, \sim \sqrt{\epsilon} \sqrt{L}$

41. 7° L. 0. 2

$\rightarrow \curvearrowright \curvearrowleft , \diagdown , \cdot , \text{---} \curvearrowright , \diagup , \text{---} \curvearrowleft$

Ex. 2. 

$\frac{1}{\sqrt{2}}, \frac{1}{\sqrt{2}}, \frac{1}{\sqrt{2}}, \frac{1}{\sqrt{2}}$

43.  $\sqrt[3]{x}$  43.  $\sqrt[3]{x}$  43.  $\sqrt[3]{x}$






$\infty, \frac{1}{n}, \frac{1}{m}, \frac{1}{k}, \frac{1}{l}, \frac{1}{p}, \frac{1}{q}, \frac{1}{r}$




44. \ . o , e - y - r n l b








## CHAPTER XXVII.





## WRITING IN POSITION.






217. When writing rapidly it is impossible to insert many vowels. This has been recognized throughout, and the rules of the system have been formulated, as far as possible, with a view to the *indication* of the vowels when they are omitted. Thus, for example, it is provided that where there is an initial vowel there must be an initial stroke consonant, as in the words  *ask*,  *espy*,  *assail*, etc. And, in the same way, where there is a final vowel there must also be a final stroke consonant, as in the words  *racy*,  *money*, etc. In these and similar words the presence of an initial or final vowel is *indicated* by the outline of the word, without actually writing the vowel sign. Further instances of a like nature will readily occur to the student, in connection with the rules for the writing of upward and downward *l* and *r*.















218. In addition to the foregoing methods of vowel signification, there is the writing of consonantal outlines in *position*, by which it is possible to indicate the vowel or the principal vowel in a word. As there are three positions in which to place the vowels when inserted, so there are three positions in which to place the consonantal outlines when the vowels are omitted. The positions are named respectively *first position*, *second position*, and *third position*; the first being *above* the line, the second *on* the line, and the third *through* the line; thus, 1, ; 2, ; 3, .













219. When the vowel or principal vowel in a word is a




*first-place* vowel, the outline for the word is written in the *first position*, above the line ; thus,  *gaudy*,  *dock*,  *daughter*,  *carry*,  *laugh*.















220. When the vowel or principal vowel in a word is a *second-place* vowel, the outline for the word is written in the *second position*, on the line ; thus,  *code*,  *fairy*,  *debtor*,  *loaf*.














221. When the vowel or principal vowel in a word is a *third-place* vowel, the outline for the word is written in the *third position*, through the line ; thus,  *keyed*,  *fury*,  *feeder*,  *curious*,  *leaf*.

222. In words consisting of a horizontal letter preceded or followed by an upright or sloping letter, the latter determines the position of the outline, the horizontal letter being raised or lowered as required ; thus,  *pack*,  *peck*,  *pick* ;  *cap*,  *cape*,  *keep*. Derivative words should commence in the same position as the primary word ; thus,  *care*,  *careful*,  *anyone*,  *anywhere*,  *anybody*,  *no one*,  *nowhere*,  *nobody*.

223. There is no *third position* for words whose outlines consist of horizontal letters only, or of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a *third-place* vowel, the outline is written in the *second position*, on the line ; thus,  *sank*,  *sunk*,  *sink* ;  *standing*,  *tendered*,  *splintered* ;  *gallant*,  *colt*,  *kilt* ;  *matted*,  *mated*,  *meted*.

224. Words in which the diphthong *i* is accented are written in the *first position* ; as,  *higher*,  *guidance*. Where the diphthong *ow* is accented, the outline of the word is written in the *third position* ; as,  *prowled*.

225. Double-length PERPENDICULAR strokes and straight SLOPING downstrokes take only the third position, THROUGH the line; as,  ponder,  plunder,  pounder,  tender,  asunder. A double-length CURVED sloping stroke, or a straight upstroke, can be written in the three positions; as,  father,  fetter,  future;  latter,  letter,  litter;  wander,  wonder,  winter.

226. In words which commence with a *first-place* vowel, the insertion of the initial vowel will usually afford the greatest facility in reading. But the initial vowel need not be written in words like  arise,  orderly,  ask, where it is indicated by the first consonant. It should, however, be written in such words as  apposite (to distinguish the outline from  opposite),  address (to distinguish it from  dress),  administration (to distinguish it from  demonstration). It is sometimes necessary also, for the sake of distinction, to insert a final vowel in words where the vowel cannot be indicated by the form of the last consonant; as,  lady,  monarchy,  enemy,  extricate. The student will meet with other instances where there is a liability of clashing, unless a vowel is inserted. Experience only will guide him in this matter, but he should rather err on the side of free vocalization than run the risk of illegibility.

227. The rules as to position are not applicable to such words as have *outlines of their own*, which are readily recognized by their distinctive consonant skeleton form, because the inconvenience in writing words like *dogmatic*, *Washington*, etc., in the first position, and *discipline*, *Pittsburg*, etc., in the third position, in accordance with their accented

vowels, would not be compensated by greater ease in reading.

### Exercise 75.

*The words in italic are to be written in position, above, on, or through the line; words not in italic are Grammalogues (Corresponding Style). This and the following Exercises should be practised until they can be written at 90 or 100 words per minute. The mark | indicates a division of thirty words, and will be found helpful to the dictator when reading at a given rate per minute.*

If you wish to write at a high rate, you must read and master the rules so as to follow them fully, and be able to apply them on all | occasions. I feel that you cannot fail to fall into the true and proper way if you will only try. The race is to the sure and not to the | strong. Do not tarry by the way. Remember the fable of the feeble tortoise that outstripped the hare. Master one thing at a time, and you are sure to win. | Set apart for study a small portion of each day. Have patience; "Rome was not built in a day." High hills grow less as we ascend them. That which is | lightly got is little valued. If you would get gold, you must dig deeply: it is not got on the surface. Neither can you enter on the possession of learning | without some opposition. If you would obtain a high position, you must not be beaten by what is difficult. Let your letters be neat and light; a large and heavy | style wastes time. Still you must not write too small. The best plan is to copy the plain models in print. Take care that your outlines are well spaced. Crowded | writing is not easy to read. Take possession of these hints without opposition. They are meant for you. It is my intention to make you a good writer. Keep your | outlines near the line. Do not lean too heavily on the desk. Keep your wrist up and rest on the middle of the arm. This is a matter upon



**Exercise 75** (*continued*).

which | you will do *well* to *ponder* with care. The *line* upon which you *write* is a *royal road* along which *even* a *steel pen* can travel in *fine style*. It | is *pleasing* to *watch* a *pen fly* after a good *speaker*. See how it *keeps pace* with the *steady flow* of words, and *stops* at a *momentary pause*. Mark how | the *light step* *increases* to a *trot*, *breaks* to a *canter*, *loiters*, *makes another pause*; and then, as if *suddenly taking leave* of reason, goes *racing away* in a *mad* | *mood*, with *leaps* and *bounds*, for *sweet life*, like a *hunted deer* before the *hounds*. I *daresay* that you will *smile* at my *choice* of *simile*, but *some day* you | will, if you *choose*, *know* the *joys* of the *chase*. (400 words.)

**Exercise 76.**



























*To be written in position. The vowels marked in italic should be inserted.*


























We should neither accept any theories nor adopt any views, however *voluble* the *advocates* of such may be, except we are convinced that they are authorized, and have been tested | and *attested* by those upon whose *veracity* we can rely, or unless our own reason approves of them and we have *ample proof* that though they may have some defects, | their adoption will be *valuable* to us in the main, that we may employ them to the benefit of ourselves and others, and that they will be readily *available* on | occasions of necessity. No matter how *apposite* the arguments may appear which are *adduced* to move us from an opposite opinion, we should be as *adamant* in the face of | any demand upon the feelings, which our reason does not sanction. Thus, any attempt to tempt us to foolish actions will only end in the failure of the tempter. We | have been *endowed* with mental faculties far and *away* above those with which the lower *animals* are *endued*, in order that we may protect

## Exercise 76 (continued).

ourselves from our enemies, and may | add to our happiness. It is a fact, however, that such is the effect of persuasion upon some persons of weak will that they become as mere wax in the | hands of those who would lure them to ruin. With such people it seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at | little cost, and they fall at once, without a defence, into the trap set for them. Is not this the secret of almost every successful fraud we have heard or | read of in any nation? There are, alas, too many persons who make it their vocation or avocation in life to dupe others less able than themselves. They have no | feelings of honor or else would not prey on the failings of those around. They despise veracity, and their greed for gold amounts almost to voracity.. To obtain possession of | wealth they make light of every opposition, and are slow to admit themselves beaten. They are averse to honest labor, and yet they spare no pains to become versed in | the cunning arts necessary to extract money from their victims, and to extricate themselves from the consequences of their illegal actions. They devise a plot, and, under the semblance of | advice, they operate on the greed and credulity of ignorant persons, and having thrown them off their guard, lead them into foolish adventures. Truly "A fool and his money are | easily parted." We should not attach too much importance to a scheme because it is introduced with a flourish of fair words, nor should we touch any speculative affair without | first subjecting it to an accurate examination. If we could only examine the annual returns of failures and analyze their causes, we should find that many are attributable to an | utter absence of judgment in the conduct of business, and an over-confidence in the nicety and honesty of others. (500)

NAMES OF STATES AND TERRITORIES.

Alabama, Ala.   
 Alaska, Alaska   
 Arizona, Ariz.   
 Arkansas, Ark.   
 California, Cal.   
 C. Z.   
 Colorado, Colo.   
 Connecticut, Conn.   
 Delaware, Del.   
 District of Columbia, D.C.   
 Florida, Fla.   
 Georgia, Ga.   
 Idaho, Idaho   
 Illinois, Ill.   
 Indiana, Ind.   
 Iowa, Iowa   
 Kansas, Kans.   
 Kentucky, Ky.   
 Louisiana, La.   
 Maine.   
 Maryland, Md.   
 Massachusetts, Mass.   
 Michigan, Mich.   
 Minnesota, Minn.   
 Mississippi, Miss.   
 Missouri, Mo. 

Montana, Mont.   
 Nebraska, Nebr.   
 Nevada, Nev.   
 New Hampshire, N.H.   
 New Jersey, N. J.   
 New Mexico, N. Mex.   
 New York, N. Y.   
 North Carolina, N.C.   
 North Dakota, N. Dak.   
 Ohio, Ohio   
 Okla.   
 Oregon, Oregon   
 Pennsylvania, Pa.   
 Rhode Island, R. I.   
 South Carolina, S.C.   
 South Dakota, S. Dak.   
 Tennessee, Tenn.   
 Texas, Tex.   
 Utah, Utah   
 Vermont, Vt.   
 Virginia, Va.   
 Washington, Wash.   
 West Virginia, W. Va.   
 Wisconsin, Wis.   
 Wyoming, Wyo. 

FIFTY PRINCIPAL CITIES ARRANGED ACCORDING  
TO POPULATION.—CENSUS OF 1900.

|                        |                        |
|------------------------|------------------------|
| New York (N. Y.) ✓     | Toledo (Ohio) 7-       |
| Chicago (Ill.) 7       | Allegheny (Pa.) 7      |
| Philadelphia (Pa.) 7   | Columbus (Ohio) 7      |
| St. Louis (Mo.) 7      | Worcester (Mass.) 7    |
| Boston (Mass.) 7       | Syracuse (N. Y.) 7     |
| Baltimore (Md.) 7      | New Haven (Conn.) 7    |
| Cleveland (Ohio) 7     | Paterson (N. J.) 7     |
| Buffalo (N. Y.) 7      | Fall River (Mass.) 7   |
| San Francisco (Cal.) 7 | St. Joseph (Mo.) 7     |
| Cincinnati (Ohio) 7    | Omaha (Neb.) 7         |
| Pittsburg (Pa.) 7      | Los Angeles (Cal.) 7   |
| New Orleans (La.) 7    | Memphis (Tenn.) 7      |
| Detroit (Mich.) 7      | Scranton (Pa.) 7       |
| Milwaukee (Wis.) 7     | Lowell (Mass.) 7       |
| Washington (D. C.) 7   | Albany (N. Y.) 7       |
| Newark (N. J.) 7       | Cambridge (Mass.) 7    |
| Jersey City (N. J.) 7  | Portland (Ore.) 7      |
| Louisville (Ky.) 7     | Atlanta (Ga.) 7        |
| Minneapolis (Minn.) 7  | Grand Rapids (Mich.) 7 |
| Providence (R. I.) 7   | Dayton (Ohio) 7        |
| Indianapolis (Ind.) 7  | Richmond (Va.) 7       |
| Kansas City (Mo.) 7    | Nashville (Tenn.) 7    |
| St. Paul (Minn.) 7     | Seattle (Wash.) 7      |
| Rochester (N. Y.) 7    | Hartford (Conn.) 7     |
| Denver (Colo.) 7       | Reading (Pa.) 7        |

BUSINESS LETTERS.\*

1.

MR. EDWARD ATKINSON, New York City.

*Dear Sir* :—Your favor of the 21st inst. received, and contents carefully noted. We thank you very much for your prompt reply to our communication and trust we may secure someone at an early day.

Thanking you for your kindness, we are,  
Yours truly, (50)

2.

MR. BEVERLY H. GILBERT, Chicago, Ill.

*Dear Sir* :—We received the books forwarded yesterday, and enclose herewith remittance in payment.

Thanking you for your very prompt attention to the order, and hoping that we may be able to do something for you in the future, we are,

Very truly yours, (50)

3.

MESSRS. J. GOSS & SONS, Race St., Philadelphia, Pa.

*Gentlemen* :—We beg to return you herewith your remittance received this morning, since you neglected to endorse the money order in our favor, and therefore we cannot receipt your bill.

Kindly give attention at your convenience and oblige,  
Yours very truly, (50)

4.

MR. M. H. DAVIS, St. Louis, Mo.

*Dear Sir* :—Your courteous favor of the 23d inst. duly received, and we have to thank you for the enclosed correspondence with two prospective students. We are writing them very fully to-day, and hope to enroll them later on.

Yours very truly, (50)

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\* For additional practice, "Business Correspondence in Shorthand, No. 2," is recommended. The work is Keyed in ordinary type, and the matter divided into sections for speeding. 40 pp. Price, 25 cents.

5.

MESSRS. PLATT &amp; JOYCE, Boston, Mass.

*Gentlemen* :—Wishing to subscribe for the weekly Phonetic Journal, I would like to get your club rates for say, six or one dozen copies, for six months. Please state when the volume commences.

This information at an early date will greatly oblige,

Yours truly, (50)

6.

MR. CHAS. E. SMITH, Baltimore, Md.

*Dear Sir* :—Referring to your inquiry regarding discount, we beg to say that while our list is absolutely net, we will allow you our export cash discount of  $2\frac{1}{4}$  per cent., ten days. We would be pleased to receive your order, and remain,

Yours truly, (50)

7.

MR. L. R. ROBERTS, 100 Main St., Cleveland, Ohio.

*Dear Sir* :—By direction of the Librarian of Congress, I have the honor to enclose you copy of record for copyright No. 2,286, of 1901, under the seal of this office and with the revenue stamp properly affixed.

Your remittance of fifty cents has been appropriated as fee for same.

Respectfully, (60)

8.

MR. C. K. COVERT, Buffalo, N. Y.

*Dear Sir* :—I enclose you herewith bill for subscription to Billing's Monthly Guide.

May I ask you to kindly remit check, if convenient, for the amount, as this will obviate a call by our collectors, who are paid by salary, and not by commission on collections.

This will be duly appreciated.

Yours very truly, (60)

9.

MR. HENRY A. SIMS, San Francisco, Cal.

*Dear Sir* :—Mr. William Wood has been employed in this office during the last three months as stenographer and typewriter, and he resigned his position voluntarily. His work as stenographer has been rapid and careful, and his work on the typewriter extremely neat.

Trusting this information will be satisfactory, we are,

Yours truly, (60)



10.

MESSRS. BROWN & SAWYER, Cincinnati, Ohio.

*Gentlemen* :—Our canvasser made arrangements with you recently for the insertion of extra matter in connection with your name in our Lowe's (formerly Wilkinson's) Business Directory. At that time your address was given as stated above.

If you intend moving, please return this, with your new address, on or before March 15th ; if you remain in same place no answer is required.

Respectfully yours, (70)

11.

MR. A. C. BRILL, Pittsburg, Pa.

*Dear Sir* :—We have your very kind favor of the 21st inst. asking for an experienced teacher of shorthand. We have four such teachers who are open for desirable positions—Hopper, Lyons, Davis, and Lane. Do you wish to refer these names to Mr. Somers yourself, or do you wish us to ask them to make application ?

Thanking you, we are,

Very truly yours, (70)

12.

MESSRS. EDWARD KENT & Co., New Orleans, La.

*Gentlemen* :—We take pleasure in announcing that we are now in our new place of business at 140 Fifth Avenue. The part of this new building we occupy, was built especially for a photo-engraving plant, from designs furnished by us. It is up-to-date in every detail.

We trust that you will place your business with us.

Yours very truly, (70)

13.

MR. C. A. PERKINS, Detroit, Mich.

*Dear Sir* :—In reply to your postal of the 4th inst., the apartments may be seen every weekday from 9 A.M. to 6 P.M., or, if you cannot make it convenient to call in the afternoon, please hand the enclosed card to the gateman, and he will show them to you in the morning, and give you the desired information.

Yours respectfully, (80)

14.

MESSRS. ISAAC PITMAN &amp; SONS, New York, N. Y.

*Gentlemen*:—Replying to your letter of the 12th inst., I would state that while the paper in "Fono" Series No. 5 note-book is of excellent quality, the books used in the Executive Mansion are furnished through the Government Printing Office, and are made especially to meet the requirements of this office as to size, stiffness of covers, and other details.

Thanking you for your courtesy, believe me,

Very truly yours, (80)

15.

MR. A. W. SPENCER, Milwaukee, Wis.

*Dear Sir*:—We can furnish letter-headings and letters with autograph signature, like this one, 5,000 at \$3.40; 10,000 at \$5.57. This ought to interest you. We were pioneers as producers of fac-simile letters, and now make them by four methods, giving, when desired, the press-copied effect. The prices vary with the method employed. This was produced by the cheapest method.

Shall we call on you? Yours very truly, (80)

16.

MR. JAMES L. HOOPER, 50 New York Ave., Washington, D. C.

*Dear Sir*:—In compliance with your request of yesterday's date, we enclose herewith bill for subscription to The Black Cat. We have begun the same with our November, 1901, issue, as the former subscription expired with the October, 1901, number. One copy each of the November and December issues have been mailed to-day.

We wish to thank you for continued interest in our paper, and remain,

Very respectfully, (80)

17.

MESSRS. T. H. HART &amp; Co., Newark, N. J.

*Gentlemen*:—Replying to your favor of the 20th inst., I would say that another edition of my book has not been printed since our correspondence regarding advertising. Having contracted for the production of one of my operas during the coming season, I have been compelled to devote all of my time and attention to its completion, and therefore have had no time that I could give to the pamphlet.

Yours very truly, (80)



18.

THE JAMES R. TOWER Co., Jersey City, N. J.

*Gentlemen* :—Referring to our letter of the 26th inst., we would ask if you do not wish us to send you a Safety Fire Bucket Tank on approval, which you may return without expense if for any reason you do not adopt it.

We make you the above proposition knowing the Safety Fire Bucket Tank is the very best fire protection obtainable, and we want to convince you. Yours truly, (80)

19.

MR. J. H. WALKER, Louisville, Ky.

*Dear Sir* :—Replying to yours of the 7th, we beg to say that the export discount on our Advanced Album is extremely small. These books are made abroad, and upon which we have to pay a duty, consequently we cannot do any better for you than 15%.

If these terms are satisfactory, we shall be pleased to send you the Album. Yours truly, (80)

20.

MR. GEORGE H. REED, Minneapolis, Minn.

*Dear Sir* :—Replying to your esteemed favor of the 15th inst., we wish to call attention to the Morton Building, 110-116 James Street, where we are offering particularly desirable offices at moderate rents. Owing to the interior arrangement, we are prepared to offer unusually light offices of the desired size, singly or otherwise, which will be sub-divided to suit your special requirements.

We have an office on the premises.

Very truly yours, (80)

21.

MESSRS. JOHN WILLARD & Co., Providence, R. I.

*Gentlemen* :—After sending you the cut of Sir Isaac Pitman some time ago we had occasion to use it again in book form, as we were getting out a dictionary of distinguished educators. By mistake of the engraver the picture was made full size, instead of circular size as ordered. The engraver billed it to us at \$2.40. I thought possibly you might be able to use it. Yours very truly, (80)

22.

MESSRS. SCOTT &amp; SCOTT, Indianapolis, Ind.

*Gentlemen:*—The copy of letter enclosed is interesting in that it constitutes one of the largest advertising orders ever placed in a periodical by a tourist agency. Its special strength lies in the fact that it is the result of trial and testing.

Remember that Henry Gaze & Sons' advertising can only be of interest to people of means.

Is this the sort of families you want to reach?

Very truly yours, (90)

23.

THE HOME PUBLISHING Co., Kansas City, Mo.

*Gentlemen:*—The "Sun" desires to receive all of your publications and announcements as issued.

In every department of learning and letters, competent critics have been retained as reviewers. Every Thursday a page will be devoted to books and book news.

It is the intention of the "Sun" to review all books, irrespective of language or subject, that are worthy of notice, and early editorial copies and particulars regarding them will be appreciated.

To insure prompt attention, communications upon literary matters should be addressed to Dr. Guy Carleton Lee, The Sun Building.

Very truly yours, (100)

24.

MR. S. A. LUCAS, St. Paul, Minn.

*Dear Sir:*—Your several communications in regard to teachers, duly to hand, and we are communicating with them as soon as received. We thank you very much for your kind attention, and trust we shall be able to secure the services of a first-class man at an early date. We regret very much that Prof. Holmes is obliged to leave us, as he has in every way rendered valuable service, and is a first-class teacher. Should he recover, a position will always be open to him here. With best wishes,

Yours truly, (100)

25.

MESSRS. M. R. PERRY &amp; Co., Rochester, N. Y.

*Gentlemen:*—You will notice on page 26 of the February number of "Foreign Trade" that the write-up that you were given in the January number is repeated.

As you have not sent any letters to be translated since the first issue, I take it that you have not been receiving many inquiries, which I regret very much. I think you will undoubtedly be benefited by this second reading notice, although it is the same as the other.

Trusting to be of some benefit to you, I remain,  
Yours truly, (100)

26.

MR. E. KELLEY, Denver, Colo.

*Dear Sir:*—Through the courtesy of those interested in and helping to sustain Grand Opera and the higher arts, we have the pleasure of presenting its well-wishers with a permanent souvenir, namely a hand-proof, etched photogravure of the great master Verdi, which at this time will be especially appropriate, together with full detailed information of our plans for the future. Our object is the creation of a more universal interest in the establishment of schools, in which the subject can be pursued as it is in all European countries.

Yours very sincerely, (100)

27.

MESSRS. PETERS & BURR, Toledo, Ohio.

*Gentlemen:*—Replying to your favor of the 12th inst., we beg to say there has been a little delay in getting the Business Atlas out, as we have had to wait for the last census figures, which we were anxious to have in the new work. Everything is going now with a rush, and we expect to deliver the atlas next week. We will keep in mind your urgent need of a copy, and see that your order is filled from the first lot received. Hoping this will be satisfactory, we are,

Yours truly, (100)

28.

MESSRS. L. P. HARPER & SONS, Allegheny, Pa.

*Gentlemen:*—In accordance with our promise to your Mr. Haynes, we have looked up the matter having to do with the ten per cent. increase on your work, and find that you are correct in saying that the ten per cent. was not applied to the value of the paper. We have, therefore, made you a credit upon your bill of Dec. 31st, which we enclose herewith. We figure the credit in detail, and hope that it will be clear to you, and satisfactory. With best wishes, we are,

Yours very truly, (100)

29.

MR. C. S. AUSTIN, Columbus, Ohio.

*Dear Sir* :—We return you herewith the outline of the work offered to us, and would say that we have discussed the matter with Mr. Payne. We feel that we ought to see the proof sheets of the book before coming to any decision. We do not feel justified in making an offer on so slight a basis for judgment as this outline affords.

If you will furnish us with proof sheets and give us time to reach a decision, we shall be glad to consider the matter with care.

Yours very truly, (100)

30.

MESSRS. JAMES F. THOMPSON &amp; Co., Worcester, Mass.

*Gentlemen* :—Of course you know that for nearly sixty years the New York Weekly Tribune has held first position in the United States as a national family newspaper for farmers who keep abreast with the times, and in touch with the latest farming methods and improvements.

The Tri-Weekly Tribune is an infant only a little over a year old, but with a regular circulation of over 30,000 copies among the best people in small towns and villages, mainly in the Middle and Eastern States. The price for one insertion of an advertisement in both editions is seventy cents per line. Write for estimate on additional insertions, and other information.

Very truly yours, (120)

31.

MRS. S. B. NOBLE, Syracuse, N. Y.

*Dear Madam* :—Early last month we wrote you about renewing your subscription to Home Needlework Magazine, which expired with the issue of October, 1901. You are one of the few who have probably not had time to see to this matter. If possible, we will appreciate your sending your renewal on receipt of this letter, so that your name can occupy the same position on our mailing list. This will insure your receiving each number as published. The January number will be sent you as soon as you return the Coin Carrier. Trusting to hear from you, we are,

Yours very truly, (110)

## CHAPTER XXVIII.

### SPEED PRACTICE.

228. In the succeeding chapters the art of Phonography is adapted to the practical needs of the shorthand amanuensis or reporter through the employment of three principal methods of abbreviation, by which the Corresponding Style is converted into the Reporting Style, the latter being that employed for recording verbatim the utterances of speakers or dictators. The methods just referred to may be briefly enumerated and described as under ; they are dealt with fully in the order mentioned in the following pages :—

i. CONTRACTIONS. The principle employed in the Corresponding Style is extended to many words of comparatively frequent occurrence, which would otherwise require long outlines for their expression.

ii. PHRASEOGRAPHY. By a development of this principle, a number of phraseograms are contracted by the employment of the same method for similar phrases.

iii. INTERSECTION. An outline or a portion of an outline written through another is termed an intersection, and by this means distinctive forms of great brevity are obtained for long titles, etc.

229. The employment of the methods just described, indispensable as they are, will not alone enable the student to attain to the speed needful in order to report an average speaker. In the acquirement of shorthand speed, the most important factor is PRACTICE. This should, at the outset, take the form of note-taking from the reading of another person at a rate which will enable the writer to record every

word that is uttered. As the note-taker becomes more dexterous, or, in other words, increases his speed, the reader can quicken his rate of utterance, and the stenographer will thus gradually attain to a higher speed of writing.

230. Speed practice should be taken up concurrently with the study of the following chapters, and, as each is mastered, the exercises should be written from dictation and corrected by the aid of the Key. The exercises should be taken down several times from dictation, until they can be written with absolute accuracy. A difficulty is at times experienced in finding a friend willing to devote an hour daily to dictation, which is the amount of practice that the note-taker should endeavor to obtain. But an intelligent person may, without much difficulty, be induced to undertake the duty for a suitable remuneration, or several students may arrange to avail themselves of the services of a reader. In almost every city or town a business college or stenographers' association will be found, at which there are suitable facilities for dictation practice at various rates of speed.

231. In choosing matter for dictation practice, regard should be paid to the particular purpose for which the art is being acquired. A book of commercial letters and business forms will provide the most advantageous practice for the shorthand amanuensis ; the private secretary should select such works as are likely to prove useful in his daily work ; and the young reporter should follow the dictation of speeches, lectures, and parliamentary debates. In this way the beginner will accustom himself to the language he will hear when professionally engaged ; but outside these particular requirements, he would do well to make his practice as varied as possible.

232. In note-taking, the writing should not be too large ; and outlines that retard the hand, and therefore lead to loss of time, should be avoided. No exact size of the short-



hand characters can be prescribed for all. No one style of writing suits all alike ; some find it easier to write the characters small and neatly, while others, with a freer hand, are more at ease in writing large, and with less regard to exactness of outline. There is a general tendency among beginners to increase the size of their outlines as they increase their speed, and to run into an awkward and "sprawling" style. This tendency should be resisted. The writer, if he is careful, will soon ascertain what size suits his style best, but, as a general rule, it may be said that the lines of a note-book 5 inches wide should not contain less than an average of twelve words, or more than an average of twenty.

233. The mind and the hand of the student should be constantly engaged in forming and writing outlines, and as they are mentally conceived the hand can trace them on imaginary paper. The following plan has been recommended for this kind of practice:—Take any interesting book, and with a blunt-pointed piece of wood, or the end of a penholder, trace the shorthand outlines for the words as they are read, under them or on the opposite page. A better plan is to take a book, the pages of which have a wide margin, and, while reading, write the words in shorthand on the margin of either side, or under the lines, placing a tick in the margin whenever a difficult word occurs, and consulting the Shorthand Dictionary afterwards. Books with widely spaced print, and lines between to write on, can be obtained, and are a considerable help in acquiring speed.

234. From the beginning of his speed practice, the student should strictly avoid a careless and inaccurate style of writing ; slovenliness in note-taking will result in either illegibility or inaccuracy, which cannot but prove a serious drawback to the successful use of shorthand. In longhand

writing, if a scrawling, careless style is adopted, the result is illegible writing, and the same result follows in shorthand. The student should cultivate the ability to read his notes with readiness and accuracy. It is a good practice to read over systematically to the dictator a considerable portion of the notes which have been written a day or two before, taking careful note of any divergencies from the dictated text, and their cause. Occasionally, portions of the notes should be written out in longhand, or typewritten, in order to test the student's ability in accuracy and facility in transcription. The reading of shorthand printed in the Reporting Style is most essential, in order that the student may gain a wide familiarity with outlines.

235. The average rate of speed of public speakers is 120 words per minute, but some speeches, especially those delivered to large audiences, do not greatly exceed throughout an average of 100 or 110 words per minute. On the other hand, a speed from 160 to 180 words per minute is not unusual in public speaking, and a written address is occasionally uttered very rapidly. When a note-taker is able to write from dictation at the rate of from 80 to 100 words per minute, he should avail himself of all opportunities possible of taking notes of the utterances of deliberate speakers. He cannot expect nor should he attempt to take a full note of an address delivered at a rate beyond his powers. He should, however, carefully note down as many complete sentences of what he hears as he can, taking care to write legibly so that he may be able without difficulty to read his notes afterwards. He should, from the outset of his reporting practice, be careful to follow the speaker's train of thought while recording his words, remembering that the taking of notes in an unintelligent and mechanical fashion cannot but result in unsatisfactory, and it may be unintelligible reports. In his early reporting practice,



when endeavoring to take down as much as he can of the speaker's words, the note-taker should endeavor, as far as possible, to secure the more important passages in the discourse, such as would be required if he were preparing for the press a condensation of the speech or address. He will find himself at the beginning of his practice frequently unable to take down all the words in a very long sentence. He should endeavor, in such a case, to secure the essential parts of it, so that he may have a note of the general drift of the speaker's remarks. Beginners in note-taking are apt to be disconcerted at finding themselves writing many sentences behind the speaker. This is inevitable; but by practice the mind of the expert reporter will retain and the hand record accurately some fifteen or twenty words behind the speaker. This is a very common emergency in the case of irregular or rapid speakers, and the writer must train himself to deal with it. If his first efforts are not particularly successful, he should not be discouraged. By perseverance difficulties of various kinds will be overcome, and the phonographer will soon find that the task of reporting a speaker is a stimulating and agreeable intellectual effort.

## WRITING MATERIALS.

236. The importance of proper writing materials for note-taking cannot be over-estimated. No shorthand writer should ever trust to chance supplies of pencils, pens, ink, or paper, but should make a careful selection, and take care to be well equipped for any professional work he may undertake. For most descriptions of note-taking the pen is more suitable than the pencil, on account of the permanence and superior legibility of the notes, both important considerations when the transcript is undertaken. A suitable pen is also far less fatiguing than a pencil, a great advantage when

writing for a lengthened period. But, as it sometimes happens that the use of a pen is undesirable or impossible, the reporter should accustom himself occasionally to report with a pencil. In order to be prepared for any unforeseen difficulty or accident, the phonographer should never be without a case of thoroughly good lead pencils, sharpened ready for immediate use. The pencil should be used in preference to the pen for note-taking in the open air, or when writing in semi-darkness, as at illustrated lectures. These remarks apply chiefly to professional reporting ; for all ordinary work in business offices, either the pen or pencil may be used.

237. Fountain pens have come into general use among court, legislative, and other reporters. Several excellent styles are now on the market, but the shorthand writer needs to be cautioned against the many cheap ones which are worse than useless for shorthand writing. The fountain pen should be provided with a thoroughly strong and flexible nib. During rapid-note-taking the strain on a nib is very considerable. If it is stiff and unyielding, the labor of note-taking is seriously increased, and, on the other hand, if it is not a strong pen, it may speedily become useless. For these reasons a fountain pen with a gold nib only should be used, and the writer who has one thoroughly suited to his hand will possess the best writing instrument it is possible to have. Some shorthand writers prefer an ordinary penholder with gold nib, and a pocket inkstand, and, where they are always certain of the accommodation of a table, the arrangement is a good one. Here again a word of caution may be given as to inkstands, many pocket inkstands being entirely unsuited for constant use. For note-taking, paper with a smooth, hard surface, not too highly glazed, will be found most suitable. The elastic bound books which open flat on the desk are the best, though the note-books bound in the

customary way are suitable for ordinary work. The phonographer may write steadily on the knee by placing a board about sixteen or eighteen inches long, five inches broad, and  $\frac{3}{8}$ -inch thick, under his reporting book. This portable writing desk supports the weight of the upper half of the note-book when open, which, otherwise, drops inconveniently over the knee.

238. Difficulty and loss of time are sometimes experienced in turning over the leaves of note-books. The following method may be usefully adopted :—“ While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page move the leaf by degrees, till it is about half way up the book ; when it is convenient, lift up the first finger and thumb, and the leaf will turn over almost by itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be moved up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself.” Other shorthand writers adopt another method of turning the leaves. They take hold of the bottom left-hand corner of the leaf with the finger and thumb, and on reaching the bottom line the leaf is lifted and turned over. Some reporters prefer a reporting book that opens like a printed book, when there is less difficulty in turning over the leaves with the left hand. Whichever form of book is used, the writer should confine himself to *one side* of the paper till the end of the book is reached, and then, turning it over, begin at the other end, and write in the same manner on the blank pages.

## TRANSCRIPTION.

239. When it is not convenient to make a transcription of one's notes on a typewriter, a stenographer should be able to make a verbatim transcript of his notes with his pen at the rate of from 20 to 30 words per minute. The secret of writing longhand rapidly and legibly is to move the whole hand with each stroke of the pen. Nearly all persons use the little finger as a fixed prop, and in forming the letters move only the first two fingers and thumb ; when the fingers will stretch no further the hand is shifted over a space of from half-an-inch to an inch, three or four letters are written, and the hand is again moved. The hand thus makes a series of jumps, and, unless slowly executed, the writing generally shows great irregularity in the distance and inclination of the letters. To write rapidly, and at the same time well, the arm, hand, and fingers should move simultaneously. The middle of the forearm should rest lightly on the table or desk ; and the hand, resting lightly on the end of the outside edge of the little finger, should glide over the surface of the paper as each letter is formed. The wrist must not touch either the paper or the desk. The pen should not be held firmly, nor be lifted until each word is finished, and the writer should seek to acquire such a command of hand that he could, if needful, write a whole line of words (except the dotting of *i*, *j*.) without taking the pen off the paper. By using a typewriter, an expert operator can produce his transcript at a much more rapid rate than by the pen. Still better results may be attained by dictating notes to an expert operator.

## CHAPTER XXIX.

## SIGNIFICANT MARKS.

240. In taking notes of a speaker, the employment of certain significant marks will be found necessary or desirable, in order to facilitate the production of a correct verbatim transcript or a good condensed report; or to prevent misunderstanding. The use of these signs is described below:

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (—^—) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the long-hand letters *n h* (*not heard*) may be written.












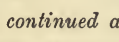
ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus *o* (*nought or nothing*). When it is noticed that the speaker has fallen into an error, the mark × should be made on the left-hand margin of the note-book.

REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus // When the reporter suspends note-taking, but the speaker proceeds, the long-hand letters *k s* (*continued speaking*) may be written.

QUOTATIONS, ETC.—Quotations from well-known sources, such as the Bible or Shakspeare, familiar to the reporter, need not

be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between; thus, "*The quality of mercy — seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker, instead of writing them each time, as in the familiar passage, "*Whatsoever things are true, — honest, — just,*" etc.

**EXAMINATION OF WITNESSES.**—In reporting the examination of witnesses by questions and answers, the name of each witness should be written in *longhand*. The name of the original examiner may be written in *shorthand* before the first question. It need not be repeated until he resumes the examination after some one has intervened. Should the judge intervene at any stage of the proceeding write / before the first question *only*. In like manner, whenever the opposing counsel intervenes, write his name before the first question. Whenever documents or other articles, termed exhibits, are admitted it is usual to mark them Exhibit 1, or Exhibit A, and so on. If both of the opposing parties introduce exhibits, it is a good plan for the sake of greater distinctness to designate the exhibits on one side by numbers, and those on the other side by letters. Should an exhibit be read, write in shorthand the word "read" either in parentheses or draw a circle around it.

**APPLAUSE, DISSENT, ETC.**—The following words, descriptive of the approbation or dissent of an audience, should be enclosed by the reporter between large parentheses:— hear,  hear, hear,  no,  no, no,  sensation,  applause,  chair,  cheers,  laughter,  uproar,  hisses. The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written  in reporting, for the note-taker would not know that the applause was continued till it had lasted for some time.



## FIGURES.

241. Figures occurring in speeches or matter dictated should be represented by the note-taker in the ordinary Arabic numerals, in preference to shorthand characters, for although the latter may, in some cases, represent the numbers more briefly, the great distinctiveness of figures in a mass of shorthand notes is extremely helpful when reading them, or when searching for a particular passage. But in taking down round figures, the proper shorthand sign, or an abbreviation, may be employed with advantage to record the notation.

242. Instead of writing a string of noughts, the number represented by them should be expressed in shorthand. In reporting, the following shorthand letters, written in the second or third position close to the figures, will be found useful:  $\smile$  *hundred* or *hundredths*, ( *thousand*,  $\smile$  *hundred thousand*,  $\smile$  *million*,  $\smile$  *hundred million*,  $\smile$  *billion*; as, 4  $\smile$  400; 3 ( 3,000; 5  $\smile$  500,000; 3  $\smile$  3,000,000; 7  $\smile$  700,000,000; 1  $\smile$  *one billion*.



















243. In round numbers, the principal monetary units may be expressed by the addition of a shorthand character for *dollars*, *francs*, *pounds*, *rupees*, etc., either joined or close to that used to represent *hundred*, *thousand*, *million*, etc. For example, 150  $\smile$  represents \$150,000; 250  $\smile$ , 250,000 *fr.*; 170  $\smile$ , £170,000; 190  $\smile$ , *Rs.* 190,000.

244. In sermon reporting the Book or Epistle, the Chapter, and the Verse in quotations from the Bible may be indicated as follows:—Place the figure for the Book or Epistle in the first position, for the Chapter in the second position, and for the Verse in the third position: thus, 2  $\smile$  5  $\smile$  1. By this method the book, chapter and verse may be written in any order by means of figures only, without danger of ambiguity.



COMPOUNDS OF *HERE*, *THERE*, *WHERE*.

245. Write the compound words *here*, *there*, *where*, joined to

|              | <i>at,</i>  | <i>to,</i>  | <i>of,</i>  | <i>with,</i>  | <i>in,</i>  | <i>on,</i>  | <i>thus:</i> |
|--------------|---|---|---|---|---|---|--------------|
| <i>Here</i>  |  |  |  |  |  |  |              |
| <i>There</i> |  |  |  |  |  |  |              |
| <i>Where</i> |  |  |  |  |  |  |              |

**Exercise 77.**

The area of North and South America is in round figures nearly 15 *million* (15,000,000) square miles ; that of the United States 4 *million* (4,000,000) ; of Europe nearly 4 *million* (4,000,000) ; of Asia 17 *million* (17,000,000) ; of Africa 12 *million* (12,000,000) ; and of Australia and the oceanic isles between 3 *million* (3,000,000) and 4 *million* (4,000,000). There are between 1 *hundred* (100) and 2 *hundred* (200) countries in the world, either independent or tributary. The largest country in Europe is Russia, with an area of about 2,1 *hundred thousand* (2,100,000) square miles. In Asia the Russian possessions cover an area of between 6 *million* (6,000,000) and 7 *million* (7,000,000) square miles. It is estimated that there are now in the world 170 *thousand* (170,000) miles of ocean telegraphic cables, and 662 *thousand* (662,000) miles of land lines. The year's expenditure of the United States Government ranges between \$6 *hundred million* (\$600,000,000) and \$7 *hundred million* (\$700,000,000). India has a public debt of Rs. 113 *million* (Rs. 113,000,000) in that country and £125 *million* (£125,000,000) in England. The principal English law officer has a salary of £10 *thousand* (£10,000). France has the heaviest National Debt in the world, in round figures 1,025 *million fr.* (1,025,000,000 fr.).









The preacher's text was taken from 1 St. John, 1, 9, 10. *Thereon* he preached an eloquent sermon, *wherewith* all were pleased, and *whereat* our friends were edified. In the course *thereof* he referred to the following passages :—Isaiah, 49, 6 ; 1 John 2, 8 ; Luke 19, 14 ; Acts 13, 46 ; and Romans 8, 15 ; *wherein* he saw suitable illustrations, and *whereon*, he said, we might all meditate with advantage. Meditation, he declared, was much too rare ; yet the use *thereof* would certainly be followed by improvement, and *thereto* we should constantly aim.









**Exercise 77** (continued).

He knew *whereof* he spoke, and *whereto* his counsel led. *Hereon* he was very earnest; *hereto* and *herein* his exhortation was frequent. *Hereat* some were surprised, and *hereof* often spoke; *herewith* a few were impressed, but *therewith* or *thereat* others were indifferent. Hitherto, it was said, he had not succeeded as a preacher, *whereat* all were surprised, for *therein*, it seemed, lay his great power.





## NEGATIVE PREFIXES.





246. Negatives of words that begin with *l*, *m*, *n*, are distinguished from the positive by repeating the first consonant; for example,





legal   
 illegal   
 legible   
 illegible   
 logical   
 illogical   
 material   
 immaterial 

moral   
 immoral   
 mortal   
 immortal   
 noxious   
 innoxious   
 necessary   
 unnecessary 

Negatives of words commencing with *r* generally follow the rule for upward and downward *r*, without repeating the first consonant; as,

resolute   
 irresolute   
 removable   
 irremovable 

resistible   
 irresistible   
 relevant   
 irrelevant 

When this rule cannot be observed, repeat *r*; as,  *rational*,  *irrational*. The same method may be adopted to distinguish words like  *radiance*,  *irradiance*.






## Exercise 78.

It has been justly said that if the English language were a perfect one, every positive term would have a negative term exactly corresponding to it, so that all adjectives | and nouns would be in pairs. Just as *liberal* has its negative *illiberal*; *mature*, *immature*; *named*, *unnamed*; *nerved*, *unnerved*; *repressible*, *irrepressible*; *reducible*, *irreducible*; and so on, with innumerable other words; | so *blue* should have its negative *non-blue*; *paper*, *non-paper*; and so on. The absence of such negatives, however, is quite *immaterial*, and has probably been *unnoticed* by most | people, because the words would be rarely used. Hence, the dictionaries contain only the common pairs, such as *limitable*, *illimitable*; *legitimate*, *illegitimate*; *measurable*, *immeasurable*; *movable*, *immovable*; *natural*, *unnatural*; *religious*, *irreligious*; | *refutable*, *irrefutable*; and so forth. Its imperfections notwithstanding, the English language is a noble one, and its growth, and the changes it has undergone, with the particular periods of their | introduction, are worthy of study by all, and indeed *necessary* to some professions. It is, perhaps, *unnecessary* to dwell on the necessity of such a study to the reporter, if | he would escape the *reproach* of sometimes making a faulty transcript, and would aspire to the reputation of being an *irreproachable* writer. Very little reflection will show how *necessary* it | is that the shorthand writer should possess a good vocabulary. He is, *morally*, if not *legally*, *answerable* to the speaker whose words he is taking down, as well as to | the reader for whom they are to be transcribed, and it might easily be pronounced *immoral* and, perhaps, *illegal* for him to misrepresent the language used. The *irradiant* words of | the eloquent speaker are reflected, as it were, by the pen of the writer, and their *radiance* should not be dimmed through any fault of his. Such a statement, indeed, | is quite *unanswerable*. Sometimes the reporter has to *reconcile* the apparently *irreconcilable*, by rightly *interpreting* the meaning of the speaker, when his words do not make that meaning clear. How | often would a speaker's mind remain *uninterpreted* were it not for the reporter! It is a *necessary* fiction of the law that every subject, *literate* and *illiterate*, is aware of | what is *legal* and what *illegal*, and though it is *morally* impossible that all should know this, yet ignorance will not excuse an *illegal* or *immoral* act. The conclusion, therefore, | is *irresistible* that apart from its inherent *interest*—and it cannot be *uninteresting* to anyone—the study of his native language is essential to the reporter. He should devote *mature* | thought to the *methodical* treatment of negative words, since an *immethodal* representation of such words would infallibly end in mistakes which would be set down to ignorance or *immature* judgment. | (450)

## CHAPTER XXX.

## REPORTING GRAMMALOGUES.

247. The extended list of grammalogues given in the tables on the four following pages, includes all those employed in the Corresponding Style which have been already mastered by the student. The majority of the additional grammalogues consist of unvocalized single stroke outlines, that express all the consonants of the word, WRITTEN IN POSITION. There are, however, twenty-eight signs which need to be memorized ; ten of these are irregular. Of the last named the following are placed OUT OF POSITION as regards their accented vowels, namely, *approve*, *met*, *most*, *owing*, *sent* and *thus*, in order to prevent their clashing with *prove*, *meet*, *must*, *thing*, *send*, and *this*. The grammalogues *house* and *ye* are written on the line for convenience, and *own* and *young* are written under the line (the ends of the letters touching it) to distinguish them from *no* and *thing*. The remaining eighteen having contracted forms are *belief-ve*, *Christian-ity*, *generation*, *glory-ify-fied*, *holy*, *itself*, *larger*, *liberty*, *ought*, *religion*, *religious*, *Saviour*, *Scripture*, *signify*, *speak*, *special*, *strength*, *whither*. A list of the above is set out on page 164, and must be learned by the student, who should make himself thoroughly familiar with the full list of Reporting Grammalogues by writing them several times.

248. The past tense of a verb expressed by a logogram, or by a contracted outline, may usually be written in the same way as the present tense ; thus, the logogram  *br*, may represent both *remember* and *remembered*. But when it is necessary to specially represent the past tense *d* may be added separately, or the word may be written in full ; thus,  or  *glorified*. Logograms that represent the *whole* of the consonants in a word, are shortened for the past tense ; as,  *tell*,  *told*.

## REPORTING GRAMMALOGUES

## ARRANGED PHONETICALLY.

## CONSONANTS.

\ 1 happy, 2 up, 3 put  
 \ 1 happen, 2 upon  
 \ 1 happened  
 / 1 apply  
 / 3 principle, principal-ly  
 / 1 particular, 2 opportu-  
 / 1 approve [nity

\ 1 by, buy, 2 be, 3 to be  
 \ 2 above  
 \ 2 been  
 / 2 able, 3 belief, believe-d  
 / 2 build-ing, able to  
 / 1 liberty, 2 member, re-  
 member-ed, 3 number-ed

| 1 at, 2 it, 3 out  
 | 3 itself  
 | 1 at all, 2 tell, 3 till  
 | 2 told, till it  
 | 2 truth, 3 true  
 | 1 tried, 2 toward, trade  
 | 3 out of

| 1 had, 2 do, 3 different-  
 | 2 did [-ence  
 | 2 advantage, 3 difficult  
 | 2 done, 3 down  
 | 1 had not, do not, don't,  
 | 2 deliver-ed-y [2 did not  
 | 1 Dr, 2 dear, 3 during

/ 1 much, 2 which, 3 each  
 / 2 which have  
 / 1 child  
 / 2 chair, 3 cheer

/ 1 large  
 / 3 religious  
 / 2 general-ly, 3 religion  
 / 1 gentleman, 2 gentlemen  
 / 1 larger  
 / 2 generation

— 1 can, 2 come  
 — 1 quite, 2 could  
 — 1 because  
 — 1 cannot, 2 account  
 — 1 call, 2 equal-ly  
 — 1 called, 2 cold, equalled  
 — 1 Christian, Christianity,  
 2 care  
 — 1 according, according to,  
 cart, 2 cared

— 1 go, ago, 2 give-n  
 — 1 God, 2 good  
 — 2 glory, glorify-ied  
 — 2 gold  
 — 1 guard, 2 great

\ 1 half, 2 if  
 \ 1 after, 2 if it  
 \ 1 often, 2 Phonography  
 \ 2 for  
 \ 2 from

\ 2 have  
 \ 2 heaven  
 \ 1 over, 2 ever-y  
 \ 2 very, 3 however  
 \ 3 evil

( 1 thank-ed, 2 think,  
 ( 1 thought [3 youth  
 ) 3 through, threw  
 ) 2 third

( 1 though, thy, 2 them,  
 they  
 ( 1 that, 2 without  
 ( 1 those, thyself, 2 this,  
 3 thus, these, youths  
 6 2 themselves  
 ( 3 within  
 ( 2 other  
 ) 2 there, their, they are  
 ) 3 therefore



1 has, as, 2 his, is  
 2 so, us, 3 see, use (*noun*)  
 1 as is (his, or has), has  
     his, 2 is as (or his), his is  
 2 first  
 2 special-ly, 3 speak  
 2 spirit  
 2 strength  
 1 Scripture  
 2 secret  
 1 signify-ied-ificant  
 1 significance  
 2 several, Saviour  
 1 sent  
 2 send  
 2 somewhat

2 was, 3 whose, use (*verb*)

2 shall, shalt, 3 wish  
 3 sure  
 1 short

2 usual-ly; 2 pleasure

1 me, my, 2 him, may  
 1 might, met, 2 meet-ing  
 1 myself, 2 himself  
 1 most, 2 must  
 1 important-ance, 2 im-  
     prove-ed-ment  
 2 improvements  
 2 may not, amount  
 1 more, remark-ed,  
     2 Mr, mere

1 in, any, 2 no, know, 3 own  
 1 not, 2 nature  
 1 hand, 2 under  
 2 nation  
 2 opinion  
 1 nor, 2 near

1 language, owing,  
2 thing, 3 young

2 Lord  
 1 light, 2 let

2 are, 3 our, hour  
 1 or, 2 your, 3 year  
 1 art  
 1 yard, 2 word

2 we, way, away  
 2 wait, weight  
 2 one  
 1 want, 2 went, won't  
 2 will, well

2 whether, 3 whither  
 1 while

2 ye  
 2 yet  
 2 yes

1 high  
 2 holy  
 2 house

### VOWELS.

DORS. 'a, an, 'the, ah! . eh?

DASHES. \ of, | on, / and

\ all, 'O, oh! owe, / awe, ought

\ to, | but, / should .

\ two, too, | he, / who

### DIPHTHONGS.

I, eye, 'aye (yes), ^ how, ^ why,

^ with, c when, ^ what, > would,

^ beyond, ^ you.

## REPORTING GRAMMALOGUES.

## ARRANGED ALPHABETICALLY.

|                                    |                                    |                                  |
|------------------------------------|------------------------------------|----------------------------------|
| A or an $\underline{\quad}$ 1      | cheer $\nearrow$ 3                 | hand $\sim$ 1                    |
| able $\searrow$ 2                  | child $\nearrow$ 1                 | happen $\searrow$ 1              |
| able to $\searrow$ 2               | Christian $\underline{\quad}$ 1    | happened $\searrow$ 1            |
| above $\searrow$ 2                 | Christianity $\underline{\quad}$ 1 | happy $\underline{\quad}$ 1      |
| according $\underline{\quad}$ 1    | cold $\underline{\quad}$ 2         | has $\underline{\quad}$ 1        |
| according to $\underline{\quad}$ 1 | come $\underline{\quad}$ 2         | has his $\underline{\quad}$ 1    |
| account $\rightarrow$ 2            | could $\underline{\quad}$ 2        | have $\searrow$ 2                |
| advantage $\hookleftarrow$ 2       | Dear $\updownarrow$ 2              | he $\downarrow$ 2                |
| after $\underline{\quad}$ 1        | deliver-ed-y $\updownarrow$ 2      | heaven $\searrow$ 2              |
| ago $\underline{\quad}$ 1          | did $\downarrow$ 2                 | high $\nearrow$ 1                |
| ah! $\underline{\quad}$ 1          | did not $\downarrow$ 2             | him $\searrow$ 2                 |
| all $\underline{\quad}$ 1          | difference $\dashv$ 3              | himself $\searrow$ 2             |
| amount $\curvearrowright$ 2        | different $\dashv$ 3               | his $\circ$ 2                    |
| an $\underline{\quad}$ 1           | difficult $\dashv$ 3               | his is $\circ$ 2                 |
| and $\underline{\quad}$ 1          | do $\downarrow$ 2                  | holy $\nearrow$ 2                |
| any $\underline{\quad}$ 1          | do not $\downarrow$ 1              | hour $\searrow$ 3                |
| apply $\searrow$ 1                 | Doctor $\underline{\quad}$ 1       | house $\searrow$ 2               |
| approve $\searrow$ 1               | done $\downarrow$ 2                | how $\wedge$ 2                   |
| art $\searrow$ 1                   | down $\dashv$ 3                    | however $\searrow$ 3             |
| are $\nearrow$ 2                   | during $\dashv$ 3                  | I $\vee$ 1                       |
| as $\underline{\quad}$ 1           | Each $\dashv$ 3                    | if $\searrow$ 2                  |
| as has $\underline{\quad}$ 1       | eh? $\cdot$ 2                      | if it $\searrow$ 2               |
| as his $\underline{\quad}$ 1       | equal-ly $\underline{\quad}$ 2     | importance $\underline{\quad}$ 1 |
| as is $\underline{\quad}$ 1        | equalled $\underline{\quad}$ 2     | important $\underline{\quad}$ 1  |
| at $\downarrow$ 1                  | ever-y $\searrow$ 2                | improve $\searrow$ 2             |
| at all $\updownarrow$ 1            | evil $\searrow$ 3                  | improved $\searrow$ 2            |
| away $\nearrow$ 2                  | eye $\vee$ 1                       | improvement $\searrow$ 2         |
| awe $\underline{\quad}$ 1          | First $\circ$ 2                    | improvements $\searrow$ 2        |
| aye (yes) $\nearrow$ 1             | for $\searrow$ 2                   | in $\underline{\quad}$ 1         |
| Be $\searrow$ 2                    | from $\searrow$ 2                  | is $\circ$ 2                     |
| because $\underline{\quad}$ 1      | General $\updownarrow$ 2           | is as $\circ$ 2                  |
| been $\searrow$ 2                  | generally $\updownarrow$ 2         | is his $\circ$ 2                 |
| belief $\searrow$ 3                | generation $\hookleftarrow$ 2      | it $\downarrow$ 2                |
| believe $\searrow$ 3               | gentleman $\nearrow$ 1             | itself $\dashv$ 3                |
| believed $\searrow$ 3              | gentlemen $\nearrow$ 2             | Know $\searrow$ 2                |
| beyond $\underline{\quad}$ 1       | give-n $\underline{\quad}$ 2       | Language $\underline{\quad}$ 1   |
| build $\searrow$ 2                 | glorified $\underline{\quad}$ 2    | large $\nearrow$ 1               |
| building $\searrow$ 2              | glorify $\underline{\quad}$ 2      | larger $\nearrow$ 1              |
| but $\downarrow$ 2                 | glory $\underline{\quad}$ 2        | let $\searrow$ 2                 |
| by, buy $\searrow$ 1               | go $\underline{\quad}$ 1           | liberty $\underline{\quad}$ 1    |
| Call $\underline{\quad}$ 1         | God $\underline{\quad}$ 1          | light $\underline{\quad}$ 1      |
| called $\underline{\quad}$ 1       | gold $\underline{\quad}$ 2         | Lord $\searrow$ 2                |
| can $\underline{\quad}$ 1          | good $\underline{\quad}$ 2         | May $\searrow$ 2                 |
| cannot $\underline{\quad}$ 1       | great $\underline{\quad}$ 2        | may not $\searrow$ 2             |
| care $\underline{\quad}$ 2         | guard $\underline{\quad}$ 1        | me $\underline{\quad}$ 1         |
| cared $\underline{\quad}$ 2        | Had $\underline{\quad}$ 1          | meet $\searrow$ 2                |
| cart $\underline{\quad}$ 1         | had not $\nearrow$ 1               | meeting $\searrow$ 2             |
| chair $\nearrow$ 2                 | half $\underline{\quad}$ 1         | member $\searrow$ 2              |



mere ~ 2  
 met ~ 1  
 might ~ 1  
 more ~ 1  
 most ~ 1  
 Mr ~ 2  
 much ~ 1  
 must ~ 2  
 my ~ 1  
 myself ~ 1  
 Nation ~ 2  
 nature ~ 2  
 near ~ 2  
 no ~ 2  
 nor ~ 1  
 not ~ 1  
 number-ed ~ 3  
 O ~ 1  
 of ~ 1  
 often ~ 1  
 oh ~ 1  
 on ~ 1  
 one ~ 2  
 opinion ~ 2  
 opportunity ~ 2  
 or ~ 1  
 other ~ 2  
 ought ~ 1  
 our ~ 3  
 out ~ 3  
 out of ~ 3  
 over ~ 1  
 owe ~ 1  
 owing ~ 1  
 own ~ 3  
 Particular ~ 1  
 Phonography ~ 2  
 pleasure ~ 2  
 principal-ly ~ 3  
 principle ~ 3  
 put ~ 3  
 Quite ~ 1  
 Religion ~ 3  
 religious ~ 3  
 remark-ed ~ 1  
 remember ~ 2  
 remembered ~ 2  
 Saviour ~ 2  
 Scripture ~ 1

secret ~ 2  
 see ~ 3  
 send ~ 2  
 sent ~ 1  
 several ~ 2  
 shall ~ 2  
 shalt ~ 2  
 short ~ 1  
 should ~ 2  
 significant ~ 1  
 significance ~ 1  
 signify-ed ~ 1  
 so ~ 2  
 somewhat ~ 2  
 speak ~ 3  
 special-ly ~ 2  
 spirit ~ 2  
 strength ~ 2  
 sure ~ 3  
 Tell ~ 2  
 thank-ed ~ 1  
 that ~ 1  
 the ~ 2  
 their ~ 2  
 them ~ 2  
 themselves ~ 6 2  
 there ~ 2  
 therefore ~ 3  
 these ~ 3  
 they ~ 2  
 they are ~ 2  
 thing ~ 2  
 think ~ 2  
 third ~ 2  
 this ~ 2  
 those ~ 1  
 though ~ 1  
 thought ~ 1  
 through, threw ~ 3  
 thus ~ 3  
 thy ~ 1  
 thyself ~ 1  
 till ~ 3  
 till it ~ 2  
 to ~ 2  
 to be ~ 3  
 told ~ 2  
 too ~ 2  
 toward ~ 2

trade ~ 2  
 tried ~ 1  
 true ~ 3  
 truth ~ 2  
 two ~ 2  
 Under ~ 2  
 up ~ 2  
 upon ~ 2  
 us ~ 2  
 use (noun) ~ 3  
 use (verb) ~ 3  
 usual-ly ~ 2  
 Very ~ 2  
 Wait ~ 2  
 want ~ 1  
 was ~ 2  
 way ~ 2  
 we ~ 2  
 weight ~ 2  
 well ~ 2  
 went ~ 2  
 what ~ 1  
 when ~ 2  
 whether ~ 2  
 which ~ 2  
 which have ~ 2  
 while ~ 1  
 whither ~ 3  
 who ~ 2  
 whose ~ 3  
 why ~ 1  
 will ~ 2  
 wish ~ 3  
 with ~ 1  
 within ~ 3  
 without ~ 2  
 won't ~ 2  
 word ~ 2  
 would ~ 2  
 Yard ~ 1  
 ye ~ 2  
 year ~ 3  
 yes ~ 2  
 yet ~ 2  
 you ~ 2  
 young ~ 3  
 your ~ 2  
 youth ~ 3  
 youths ~ 3

(To be memorized ; see par. 247.)

|                  |             |               |
|------------------|-------------|---------------|
| ∞ approve        | — met       | ∞ sent        |
| ∞ belief-ve-ed   | ∞ most      | — signify-ied |
| — Christian-ity  | — ought     | ∞ speak       |
| ∞ generation     | — owing     | ∞ special     |
| — glory-ify-fied | — own       | ∞ strength    |
| ∞ holy           | — religion  | — thus        |
| ∞ house          | — religious | — whither     |
| — itself         | — Saviour   | — ye          |
| ∞ larger         | — Scripture | — young       |
| ∞ liberty        |             |               |

**Exercise 79.***Including all the Grammalogues given in the above list.*

If you wish to prove to others your *belief* in the things which you *approve*, whether they be of a *religious*, political, or scientific nature, it is *most* essential that | you *speak* distinctly, and with a true apprehension of the meaning of what you say ; otherwise, your argument will be wanting in *strength*, and your words will fail to *signify* | all that you intend them to convey. You will readily *own* that you should endeavor to express your thoughts so that you may be understood without *special* effort on the | part of your listeners. This is a duty *owing* to those whom you invite to hear you. How many a good and *holy* cause is lost through faulty presentation! How | often has the cause of *liberty* been weakened by the bad delivery of those who were *sent* to strengthen it! The *Christian religion itself* sometimes loses where it *ought* to | gain, through the speaker's inability to clothe his thoughts in suitable language, and to *speak* on *Christianity* with clearness, *strength*, and grace. Who has not occasionally heard a beautiful passage | of *holy Scripture*, perhaps the words of the *Saviour* himself, distorted from what they *signified* by incorrect reading? Have we not all admired the elocutionist, who *speaks* so that his | words are carried over a *larger* area than an untrained speaker could hope to reach? Who has not heard the speaker whose voice *itself* added *strength* to his logic, and | enabled him to lead his audience *whither* he would? *Thus* it is *believed* to have been with Lord Chatham, the *glory*

of his *generation* and the champion of *liberty*, whose | voice had such *strength* that when he desired to *speak* with *special* effect he had only to raise the tone, and the *House* shook with its peal. And do you | imagine, *ye young* students, that Chatham obtained his power of oratory without trouble or pains? Can you *believe* that he *met* with no difficulty in acquiring the ability which brought | him fame and *glorified* him? Not so. He studied long and hard to acquire that command of language which enabled him to *signify* his *own* thoughts with precision, and afterwards | contributed to *glorify* his name. It is *most* likely that few men ever went through a *larger* amount of drudgery than he did to fit himself as a public speaker. | The leading principles of *liberty*, *religion*, government, etc., were all studied to this end. Thus was he able “list’ning Senates to command.” So it *ought* to be your *special* aim | to cultivate the *strength* of will to imitate him in this particular respect, that you may become, if not a brilliant, at least an effective speaker and an elegant reader. | (450)

### Exercise 80.



*The following Exercise consists entirely of Reporting Grammalogues, the whole list being introduced.*


The General was of opinion that in our generation—aye, during this year—there had been no true liberty to think as one would wish, to deliver or use the | mere language of truth, or, in short, to do what thought and word signified. But the Doctor had quite a different belief, and was able to speak out according as | he thought he ought. Therefore, he did not wait, nor think that he was under any care not to speak, happen what might. He thanked the other for the opportunity; | he was sure that we had not an equal but a larger liberty; yes, and that we generally use it well. So, according to his opinion, the other did not | remember, or give half the importance he ought, to an important particular. Every nation, though not all equally, tried to do what was good for the young, and the child | was cared for as in no generation of which we have any account. He remarked, too, that it was very significant that our young have the opportunity of improvement which | it cannot but be a pleasure to think of, because by it we build, or are building, a great nation. Through improvements which have come in use, we number our | youths, or they are able to be numbered, with those who themselves are given this advantage; in itself a most important thing for our youth. If so much has been | done, though in a different way somewhat to that we should specially glory in or have glorified, the Doctor thought we should see in it a true wish for more | light, so that this generation might







generally be remembered for the good done in it beyond, out of, and above any other, till it, in short, was not equalled or improved on by any. As for liberty to speak as one would wish, he believed that usually no meeting of gentlemen would believe it to be at all difficult when they met to signify their opinion on any principle of importance, or on Christianity, or religion generally, in language of awe that a gentleman may or should apply. Mr. B. was in the chair at a large meeting a short while ago, and himself delivered a very happy remark on trade and on gold, the nature of which must have weight with any or all who would see the trade of his or their own nation improve over that of any other, to the general advantage. An account of this delivery we owe to Phonography. His is a happy way ; as is usual, he put every one there in good spirit, and all would give him a cheer ; though it was thought the meeting was a cold one, all went well. As has been remarked, he did not at first think it of weight or significance, that several of those who thought evil of him—it may have been a third of them—often tried in secret with much art, out of an evil wish, to put in quite a different light (and that no good one) all he happened to tell them to believe. But I know myself that within or near a year from that meeting, he had to be on his guard toward them, owing to their want of truth when they had the opportunity to meet and speak in a special way of his religious opinion, and of all that he was believed to know of what Scripture has told us of God, of the Saviour, the Holy Spirit, the Christian religion, and of heaven. We do not approve of those who thus speak, and however high the amount of weight these gentlemen themselves may, as a usual thing, happen to have, we cannot ever let their want of truth go without a word to signify our difference. Oh! that each had the strength to do according to this. Ah! is it true he had not? Eh? If so, he is as evil as they are themselves, and therefore while he is thus it is his will, or by his own wish, and we must send or go down to him. He shall be sent away upon the first opportunity, whether he will or no, and whither thyself shall not or may not know, or be able to meet him till he has his cart, and is called on to go from the yard. As his has not been a happy nature, or one which improved, ye must not glorify him to me. After what has happened, your spirit should thank the hand by whose strength it is that you may not go to or call on him. How can you do other at all? Yet if it had not been so, and he could come up to you, why should I think that my eye would in that hour, and in my house, see you two, till it had happened? Aye, as thy principal, out of a wish to improve every member, and in particular these dear to me, I won't think so, my Lord. (850)



## CHAPTER XXXI.

## REPORTING CONTRACTIONS.—SECTION 1.

249. The contractions which follow have been arranged in classes, as far as possible, for convenience in learning. Thus, all words with a similar ending have been grouped together, as  *perspective*.  *productive*, etc.






250. As already stated (par. 199), words ending in *-action*, *-ection*, etc., are contracted by omitting the *k* and adding the hook *-tion* to the preceding stroke; thus,  *abstraction*.






251. Words ending in *-active*, *-ective*, etc., are contracted by omitting the *k* and *t*, and adding the hook *v* to the preceding stroke; thus,  *abstractive*. In a few words the *t* only is omitted, as  *executive*. It will be seen that, as a rule, the consonants forming the contraction occupy the position, with regard to the line, they would occupy if the word were written in full; thus,  () *antagonist*,  () *indignation*.




















































252. When *s'r* follows *mn*, it may be written thus,  *administrate*,  *remonstrate*.

## CONTRACTIONS.—ARRANGED FOR LEARNING.

*Words marked (\*) are written above the line.*

Perspective   
 productive   
 prospective   
 obstructive   
 objective 

subjective   
 instructive   
 destructive   
 respective   
 respectively 

|  |   |                                       |   |
|--|---|---------------------------------------|---|
| irrespective                             |    | efficient-cy-ly                       |    |
| retrospective                            |    | inefficient-cy-ly                     |    |
| defective                                |    | sufficient-cy-ly                      |    |
| executive*                               |    | insufficient-cy-ly                    |    |
| prerogative                              |    | observation                           |    |
| abstraction                              |    | preservation                          |    |
| obstruction                              |    | constitution-al-ly                    |    |
| subjection                               |    | unconstitutional-ly                   |    |
| construction                             |    | professional                          |    |
| jurisdiction                             |    | cross-examine-d                       |    |
| jurisprudence                            |    | cross-examination                     |   |
| prejudice-cial                           |    | degeneration                          |    |
| substantial                              |    | regeneration                          |    |
| unsubstantial                            |    | description                           |    |
| controversy-sial                         |    | generalization                        |    |
| commercial*                              |    | organize-d                            |    |
| financial                                |   | organization                          |   |
| circumstance                             |  | imperfect-ion                         |  |
| circumstantial                           |  | indigna <sup>nt</sup> <sub>tion</sub> |  |
| passenger                                |  | inscribe-d*                           |  |
| transcribe                               |  | inscription*                          |  |
| transcription                            |  | insignificance*                       |  |
| transmission                             |  | insignificant*                        |  |
| transubstantiation                       |  | signification*                        |  |
| proficien <sup>t</sup> <sub>cy</sub> -ly |  | inspect-ed-tion                       |  |
| deficien <sup>t</sup> <sub>cy</sub>      |  | insubordinate-tion                    |  |



**Exercise 81.**

To produce a modern newspaper requires very great powers of *organization*, *observation*, *description*, and *generalization*, if it is to be *productive* of that measure of *commercial* and *financial* success which | those who *organize* and finance it naturally expect it to be, and which is, so to speak, the *objective* to be kept constantly in view by the management or *executive*. | Indeed, merely *subjective* notions must be kept in complete *subjection*, and it should be the *prerogative* of the *executive* to insist upon this. It is not *sufficient*, therefore, for the | editor or manager to be *proficient* in *professional* skill ; he must not be *deficient*, *defective*, or in any way *imperfect* in the power of governing those subject to him. Any | *imperfection* or *deficiency* in this respect would render impossible the *preservation* of discipline and the prompt removal of an *inefficient* or *insubordinate* member of the staff, whose influence, though *insignificant* | in itself and *insufficient* to do much harm, might yet be *sufficient* to mar the *efficiency* of others and to incite them to *insubordination*. *Degeneration* among officials is not unfrequently | the result of an act, the *signification* of which has been entirely mistaken, and the apparent *insignificance* of which has led to its total neglect. *Regeneration* in such *circumstances* is | always more difficult than *construction* or reconstruction. One feels *indignant*, and there is reason for the *indignation*, when one considers that a periodical *inspection*, with, perhaps, a *circumstantial cross-examination*, | would have discovered the *obstructive* person whose actions have led to *obstruction* by others and the introduction of a possibly *destructive* misunderstanding. *Retrospective* wisdom, however, is much more common than | *prospective* or *perspective* wisdom. It is interesting and *instructive* to notice how many people are wise after the event, and what genius is sometimes displayed on *retrospective* plans. These statements | may appear *controversial*, but they are not so in reality ; they are intended to show that while the literary side of the newspaper must have adequate attention, so that nothing | shall be *transcribed* and printed, the *transcription* and printing of which would be *prejudicial* to the interests which the paper


















**Exercise 81** (*continued*).















represents, yet, at the same time, *commercial* and *financial* considerations | must not be considered mere *abstractions*, since, if there is not a *substantial* return in these respects, the production of the paper must soon cease. The newspaper should not be | simply a medium for the *transmission* of *commercial*, *financial*, and *professional* news, however *circumstantial* the *respective* accounts may be. That would be an *insignificant* part to play, restricting the high | ends for which the journal was established. Such a restriction would mean a *degeneration* of the influence of the press, as a very brief retrospection would show. No, the newspaper | must be *instructive*; it must educate public opinion on all questions affecting the *constitution*; it must condemn any *unconstitutional organization* which might be *prejudicial* to the peace of the state, | and it must express *indignation* at any attempt toward the restriction of the *constitutional* privileges of the people. Questions of *jurisdiction*, *jurisprudence*, *controversy* on various subjects, the rights of *passengers*, | and similar topics must *respectively* be treated, *irrespective* of all personal *prejudice*. Doctrines of religion, however, such as *transubstantiation*, are not always desirable subjects for *controversy*, as the result may | be illusive or *unsubstantial*. As a final *observation*, correspondents should *inscribe* their names and addresses on their communications, and the *inscription* should be readily read by those who *inspect* it. | (570)

REPORTING CONTRACTIONS.—SECTION 2.

ARRANGED FOR LEARNING.

|   |                               |
|---|-------------------------------|
| Archbishop                              | metropolitan                  |
| bapti <sup>ze-d</sup> <sub>st-sm</sub>  | misdemeanour                  |
| Calvinism                               | orthodox-y                    |
| ecclesiastic-al                         | philanthropy-ic               |
| episcopal-ian                           | philanthropist                |
| evangelical                             | resignation                   |
| Methodism*                              | resurrection                  |
| nonconformist                           | selfish-ness                  |
| nonconformity                           | unselfish-ness                |
| Presbyterian-ism                        | tabernacle                    |
| benevolen <sup>t</sup> <sub>ce</sub>    | thanksgiving                  |
| benig <sup>nant</sup> <sub>nity</sub>   | cabinet                       |
| celestial                               | capable                       |
| covenant                                | incapable                     |
| digni <sup>ty</sup> <sub>fy</sub> -fied | Captain*.                     |
| example*                                | lieutenancy                   |
| unexampled*                             | Lieutenant-Col.               |
| henceforth                              | non-commis-<br>sioned officer |
| holiness                                | majesty                       |
| melancholy                              |                               |

plenipotentiary   
 administrator   
 administratrix   
 executor   
 executrix   
 demonstrate   
 remonstrate   
 ministry   
 mortgage-d\*   
 arbitration   
 plaintiff   
 defendant   
 tribunal   
 appointment\*   
 disappointment 

at<sup>one</sup><sub>tain</sub>ment   
 entertainment   
 contentment   
 January   
 February   
 September   
 November   
 December   
 discharge-d   
 displeasure   
 dissimilar   
 distinguish-ed   
 extinguish-ed   
 relinquish-ed 

### Exercise 82.






















*Ecclesiastical* matters cannot be ignored in a newspaper. Mention must be made, for *example*, of the death of an *Episcopalian* dignitary, such as an *archbishop*, and the claims to the | vacant *appointment* of a *dignified ecclesiastic*, *distinguished* for his *benevolence*, *benignity*, and *dignity*, and likely, therefore, to *dignify* the office and to act in a *benignant* manner, are sometimes urged. | *Controversial* subjects, however, such as the differences between *Episcopalian*, *Presbyterian*, *Baptist*, and other *Nonconformist* or *Evangelical* denominations, on such points as *baptism*, *transubstantiation*, the *atonement*, the *resurrection* of the body, | *regeneration* and the best means for its *attainment*, what is or is not *antagonistic* to *orthodoxy* and *holiness*, the *transmission* of sin, *national degeneration*, the nature of the *celestial* spirits, | and similar subjects are usually





















**Exercise 82** (*continued*).

avoided in newspapers, for the *sufficient* reason that they would not be treated with *efficiency*. It would be *melancholy* to see *Presbyterianism* or *Calvinism*, *Methodism*, | or various forms of *Nonconformity*, because in certain respects *dissimilar*, engaged in newspaper warfare. *Philanthropy* would not be encouraged by it and *philanthropic* work would certainly suffer if it were | not altogether *extinguished*. Many an *unselfish philanthropist* would *remonstrate* and express his *disappointment* and *displeasure* at such *selfish* conduct, which he would regard as almost a *misdemeanor*, and to *demonstrate* | his dissatisfaction he might insist upon a *resignation* from many charitable committees, and *henceforth* refuse to *discharge*, or *relinquish* duties which had previously given him much satisfaction and *contentment*. The | London newspaper press invariably notices a high-class *entertainment*, or a trial in which either the *plaintiff* or *defendant* is a well-known member of society. Military *appointments* also receive | a full share of attention, especially in the case of a *non-commissioned officer* being promoted to a *lieutenancy*, or receiving a decoration at the hands of the *lieutenant-colonel* or | *captain* of his regiment, for conspicuous or *unexampled* bravery. The movements of rulers, whether of His *Majesty* the King, or the President, and of the members of the *Ministry* or | *Cabinet*, and the *plenipotentiaries* abroad, are notified daily in the *metropolitan* press. It is sometimes asserted that newspaper reporters seem to have entered into an *organized covenant* not to report, | or but *inefficiently* to notice services and sermons. But surely the religious press is *capable* of dealing with these, and not *incapable* of recording a *thanksgiving* service or sermon at | a *tabernacle*! The legal reports include notices of cases involving the *appointment* of an *administrator* or *administratrix*; settlements by *arbitration*; actions brought by an *executor* or *executrix* for the recovery | of debts owing to the estate; *mortgage* disputes, and appeals to the highest *tribunal* in the land. The circulation of some newspapers varies considerably at times, and may be larger | in *January* and *February* than in *September*, *November*, or *December*. (460)

## REPORTING CONTRACTIONS.—SECTION 3.

## ARRANGED FOR LEARNING.

Advertise-d-ment   
 agriculture-al\*   
 antagonist-ic-ism\*   
 applicab<sup>le</sup>ility   
 aristocratic-acy   
 assembly<sup>d</sup>   
 esquire   
 astonish-ed-ment\*   
 certificate   
 contingency   
 democra<sup>cy</sup>tic   
 enthusiasm-ast-astic   
 exchequer   
 expenditure   
 expensive   
 extemporaneous   
 extraordinary   
 extravagant-ance   
 familiar-ity   
 friendship   
 impregnable 

imperturbable   
 inconsiderate   
 indefatigable   
 indenture   
 independent-ce\*   
 indescribable   
 indispensable<sup>e</sup>   
 indiscriminate   
 individual\*   
 inform-ed   
 informer   
 intelligence   
 intelligent   
 intelligible   
 intemperance   
 investment   
 journalism   
 magnet<sup>ic</sup>ism\*   
 manufacture-d   
 manufacturer   
 mathematic-s-al 

|                  |   |                            |   |
|------------------|---|----------------------------|---|
| mathematician    | } | responsible-ility          | o |
| mechanic-al      | ~ | revenue                    | ^ |
| obscurity        | o | sensib <sup>le</sup> ility | o |
| original         | / | singular                   | ~ |
| perpendicular    | ^ | subservient                | o |
| perpetual-ly     | ^ | substitute                 | o |
| preliminary      | ^ | superscribe-d              | o |
| proportion-ed    | ^ | superscription             | o |
| proportionate-ly | ^ | suspect-ed                 | } |
| recognizance     | ^ | suspicious                 | } |
| repugnant-ce     | ^ | unquestionable-y           | o |
|                  |   | wonderful-ly               | ^ |

## Exercise 83.

It may appear *singular* and even *extraordinary* to the *individual* unacquainted with *journalism*, but it is *unquestionably* true that the circulation of a newspaper depends almost as much upon the | *advertisements* it obtains as upon the *intelligence* it gives. On the other hand, the *advertisements* are the result of good circulation. In fact, they are *indispensable* to each other, and | it may be said that each is *subservient* to the other. The *expenditure* must, of course, be *proportionate* to the *revenue*, and those *responsible* for the *commercial* department are *sensible* | that a *perpetual* watch must be kept upon this, to prevent *extravagance* and an *indiscriminate* or unnecessary outlay of any kind, or the paper, instead of being a profitable *investment*, | would become a source of pecuniary loss. Such a *contingency* must be avoided by all possible means. It is *familiar* knowledge to everyone acquainted with newspapers that many *original* articles | appear which are the work of authors who have, in many instances, a *wonderful familiarity* with their subjects. Though not *aristocratic* in the ordinary sense, they belong to the *aristocracy* | of letters, and their *superscription* is *sufficient* guarantee that the articles are above suspicion. The *influence* of these men is quite *magnetic*, and even their *extemporaneous* utterances frequently excite the | *astonishment* and *enthusiasm*



## Exercise 83 (continued).

of the most *intelligent assemblies*; they are more *intelligible* and more generally *applicable* to every-day *circumstances* than the labored harangues of less gifted speakers. It is not | easy to find *substitutes* for men of such *distinguished* ability. *Familiarity* with a *subject*, however, only comes from long *preliminary* training and laborious study, and eminent writers, no matter how | *enthusiastic* they may be in the pursuit of *knowledge*, and however *repugnant* to the idea of associating learning with mere trade, have yet *sufficient commercial* instinct to require payment in | *proportion* to the value of their work, and they decline to *superscribe* an article without the *prospect* of payment. They *unquestionably* impress their *independence* upon their work, and no *intelligent* | *individual* will assert that payment for such services is an *extravagant expenditure*. *Notwithstanding* the improvements made by *manufacturers* of printing presses, both in the *mechanical construction* of the machines themselves | and in their *manufacture*, the process of printing a newspaper is an *expensive* one. A *mathematician* would *probably* be able to *inform* us with *mathematical* exactitude what would be the | cost of producing a single issue, but he would have to include the *expenditure* incurred in *advertising* the paper in all places where men *assemble together*, whether for *friendship* or | *business*; the expense of obtaining *intelligence* on such varied topics as *agriculture* and *agricultural* implements; *mathematics*; *mag-netism*; *Exchequer* Bills; *indentures*; *intemperance* and its cure; *democracy* and the *democratic* party; the | *extraordinary proportions* of a leaning tower which inclines greatly from the *perpendicular*; and the almost *indescribable antagonism* which is constantly displayed by persons of an *antagonistic* nature, or of extreme | *sensibility*, conducing to *inconsiderate* or *suspicious* actions, better left to sink into *obscurity*. The result of such an inquiry would *probably astonish* the inquirer, who would no longer be *astonished* | that such *indefatigable* efforts are made by newspaper agents to increase the number of their subscribers and to induce them to *advertise* as well as *subscribe*. The agent is sometimes | *suspected* of being an *informant*, and in spite of his *repugnance* he has to preserve an *imperturbable* good humor which must be almost *impregnable*. Last *December* a *manufacturer* was summoned | for assaulting a *mechanic*, and though he produced a *certificate* as to *character*, the magistrate, William Brown, *Esq.*, bound him over in his own *recognizances* to appear when called upon. | (600)



ARRANGED ALPHABETICALLY.

The following list contains all the Contracted Words employed in the Corresponding and Reporting Styles:—

|  |    |                                      |     |
|--|----|--------------------------------------|-----|
| Abstraction                            | ↘  | certificate                          | ↘   |
| acknowledge-d                          | ↘↘ | character                            | —   |
| administrator                          | ↘  | characteristic                       | —   |
| administratrix                         | ↘  | circumstance                         | ↘   |
| advertise-d-ment                       | ↘  | circumstantial                       | ↘   |
| agriculture-al                         | —  | commercial                           | —   |
| altogether                             | —  | constitution-al-ly                   | ↘   |
| antagonist-ic-ism                      | —  | construction                         | ↘   |
| anything                               | —  | contentment                          | ↘   |
| applicable-ility                       | ↘  | contingency                          | ↘   |
| appointment                            | —  | controversy-sial                     | ↘   |
| arbitration                            | ↘  | covenant                             | —   |
| architect-ure-al                       | ↘  | cross-examine-d                      | } — |
| aristocratic-acy                       | ↘  | cross-examination                    |     |
| archbishop                             | ↘  | danger                               | ↘   |
| assemble-d-y                           | ↘  | dangerous                            | ↘   |
| astonish-ed-ment                       | —  | December                             | ↘   |
| at <sup>one</sup> <sub>tain</sub> ment | ↘  | defective                            | ↘   |
| baptize-d-st-sm                        | ↘  | defendant                            | ↘   |
| benevolent-ce                          | ↘  | deficient-cy                         | ↘   |
| benig <sup>nant</sup> <sub>nity</sub>  | ↘  | degeneration                         | ↘   |
| better than                            | ↘  | democra <sup>cy</sup> <sub>tic</sub> | ↘   |
| cabinet                                | ↘  | demonstrate                          | ↘   |
| Calvinism                              | ↘  | description                          | ↘   |
| capable                                | ↘  | destruction                          | ↘   |
| captain                                | —  | destructive                          | ↘   |
| catholic                               | ↘  | difficulty                           | —   |
| celestial                              | ↘  | dignity-fied                         | ↘   |

disappointment ㄥ  
 discharge-d ㄥ  
 disinterested-ness ㄥ  
 displeasure ㄥ  
 dissimilar ㄥ  
 distinguish-ed ㄥ  
 doctrine ㄥ  
 domestic ㄥ  
 ecclesiastic-al ㄥ  
 efficient-cy-ly ㄥ  
 enlarge-d ㄥ  
 entertainment ㄥ  
 enthusiasm-ast-astic ㄥ  
 episcopal-ian ㄥ  
 especial-ly ㄥ  
 esquire ㄥ  
 essential-ly ㄥ  
 establish-ed-ment ㄥ  
 evangelical ㄥ  
 everything ㄥ  
 example ㄥ  
 exchequer ㄥ  
 executive ㄥ  
 executor ㄥ  
 executrix ㄥ  
 expect-ed ㄥ  
 expenditure ㄥ  
 expensive ㄥ  
 extemporaneous ㄥ  
 extinguish-ed ㄥ  
 extraordinary ㄥ
































extravagant-ance ㄥ  
 familiar-ity ㄥ  
 February ㄥ  
 financial ㄥ  
 friendship ㄥ  
 generalization ㄥ  
 govern-ed-ment ㄥ  
 henceforth ㄥ  
 holiness ㄥ  
 immediate ㄥ  
 immediately ㄥ  
 imperfect-ion ㄥ  
 impossible ㄥ  
 impracticable ㄥ  
 impregnable ㄥ  
 imperturbable ㄥ  
 improbable-bly-ility ㄥ  
 incapable ㄥ  
 inconsiderate ㄥ  
 inconsistent ㄥ  
 inconsistency ㄥ  
 indefatigable ㄥ  
 indenture ㄥ  
 independent-ce ㄥ  
 indescribable ㄥ  
 indigna<sup>nt</sup><sub>tion</sub> ㄥ  
 indiscriminate ㄥ  
 indispensable<sup>e</sup><sub>y</sub> ㄥ  
 individual ㄥ  
 inefficient-cy-ly ㄥ  
 influence ㄥ































influenced ~  
 influential ~  
 inform-ed ~  
 informer ~  
 information ~  
 inscribe-d ~  
 inscription ~  
 insignificance ~  
 insignificant ~  
 inspect-ed-tion ~  
 instruction ~  
 instructive ~  
 insubordinate-tion ~  
 insufficient-cy-ly ~  
 intelligence ~  
 intelligent ~  
 intelligible ~  
 intemperance ~  
 interest-ed ~  
 investment ~  
 irregular ~  
 irrespective ~  
 January ~  
 journalism ~  
 jurisdiction ~  
 jurisprudence ~  
 kingdom ~  
 knowledge ~  
 lieutenantancy ~  
 lieutenant-col. ~  
 magazine ~

magnet<sup>ic</sup><sub>ism</sub> ~  
 majesty ~  
 manufacture-d ~  
 manufacturer ~  
 manuscript ~  
 mathematic-s-al ~  
 mathematician ~  
 mechanic-al ~  
 melancholy ~  
 messenger ~  
 Methodism ~  
 metropolitan ~  
 ministry ~  
 misdemeanour ~  
 mistake ~  
 mistaken ~  
 more than ~  
 mortgage-d ~  
 natural-ly ~  
 neglect-ed ~  
 never ~  
 nevertheless ~  
 next ~  
 non-commis-  
     sioned officer ~  
 nonconformist ~  
 nonconformity ~  
 nothing ~  
 notwithstanding ~  
 November ~  
 object ~

objection }  
 objective }  
 obscurity }  
 observation }  
 obstruction }  
 obstructive }  
 organize-d }  
 organization }  
 original }  
 orthodox-y }  
 Parliament-ary }  
 passenger }  
 peculiar-ity }  
 perform-ed }  
 performs-ance }  
 performer }  
 perpendicular }  
 perpetual-ly }  
 perspective }  
 philanthropy-ic }  
 philanthropist }  
 phonographer }  
 phonographic }  
 plaintiff }  
 plenipotentiary }  
 practice-d-cal-ly }  
 practicable }  
 prejudice-cial }  
 preliminary }  
 prerogative }  
 Presbyterian-ism }

preservation }  
 probable-bly-ity }  
 productive }  
 professional }  
 proficient-cy-ly }  
 proportion-ed }  
 proportionate-ly }  
 prospect }  
 prospective }  
 public-sh-ed }  
 publication }  
 rather }  
 rather than }  
 recognizance }  
 reform-ed }  
 reformation }  
 reformer }  
 regeneration }  
 regular }  
 relinquish-ed }  
 remarkable-ly }  
 remonstrate }  
 represent-ed }  
 representation }  
 representative }  
 republic }  
 republican }  
 repugnant-ce }  
 resignation }  
 respect-ed }  
 respective }









respectively   
 responsible-ility   
 resurrection   
 retrospective   
 revenue   
 reverend   
 satisfaction   
 satisfactory   
 selfish-ness   
 sensib<sup>le</sup>ility   
 September   
 signification   
 singular   
 something   
 stranger   
 subject   
 subjection   
 subjective   
 subscribe   
 subscription   
 subservient   
 substantial-ly   
 substitute   
 sufficient-cy-ly   
 superscribe-d   
 superscription   
 surprise   
 suspect-ed }   
 suspicious }   
 tabernacle   
 temperance 





thankful   
 thanksgiving   
 together   
 transcribe   
 transcript   
 transcription   
 transfer   
 transgress   
 transgression   
 transmission   
 transubstantiation   
 tribunal   
 unanimity or  
 unanimous   
 unconstitutional-ly   
 understand   
 understood   
 unexampled   
 unexpected-ly   
 uniform-ity-ly   
 uninfluentia   
 uninteresting   
 unquestionable-y   
 unsatisfactory   
 unselfish-ness   
 unsubstantial   
 whatever   
 whenever   
 wonderful-ly   
 writer   
 yesterday 



## CHAPTER XXXII.



## ADVANCED PHRASEOGRAPHY.—SECTION 1.




253. The student has already been introduced to simple phraseography in Chapter XXIV., and, if he has followed the instructions there given, he will have acquired a knowledge of many useful phraseograms. He may now, therefore, proceed with the study of more advanced phrasing, and in doing so it will be better for him to master the principles employed in the construction of the phraseograms, rather than attempt to commit the lists to memory. Indeed, the following lists are merely suggestive of hundreds of similar phrases which may be written in accordance with the principles here given. Special attention will, of course, be paid to those phrases which will be specially useful to the student.





254. The halving principle is employed in phraseography to express the addition of *not* or *it*; thus,  *I will*,  *I will not*;  *you are*,  *you are not*;  *if*,  *if it is*;  *if it be*;  *if it be not*.






255. The double-length principle is similarly employed to express the addition of *there* or *their*; thus,  *I think*,  *I think there is*;  *and in*,  *and in their opinion*.





256. The large initial circle is prefixed to logograms as a contraction for *as we*; thus,  *as we think*. The large circle is also used *initially* to express the word *as* and the *s* with which a following word may commence; thus,  *as soon as possible*; and *medially* and *finally*

to represent the two *s*'s in such phrases as  in *this subject*,  *this is*.

257. The hook *n* is frequently employed in phrases to express *than*; thus,  *rather than*,  *sooner than*,  *longer than*.

258. The letter *r* is omitted in a number of phrases of frequent occurrence; as  in (*r*)*egard* (*to*),  in (*r*)*espect* (*to*). Other consonants are sometimes omitted, especially when the last consonant of the first word is the same as the first consonant of the next; as in  *Pri(m)e Minister*,  in the same (*m*)*anner*.



















































259. Unimportant words, such as *the*, *of*, *or*, etc., may be omitted from many phraseograms. Such words are generally necessary to the sense of the phrase, and where they *must* be read they need not be written, if their omission renders the phraseogram more facile; thus,  for (*the*) *sake* (*of*),  in (*the*) *way* (*of*),  *two* (*or*) *three*,  *side by side*,  *face to face*.

260. A large number of phrases are abbreviated by intersection, that is, the writing of some prominent consonant in the phrase through a preceding or following stroke. This principle is especially applicable to common business phrases and to titles. For example, | (*t*) is used to represent among others the word *attention*, and | (*d*) the word *department*; thus,  *early attention*,  *special attention*,  *life department*,  *silk department*.

261. In the following lists the phraseograms have been arranged, as far as possible, in classes, according to the principles upon which they have been formed. The exercises which follow should be written from dictation until they can be taken down with ease and rapidity:—



## PHRASES (HALVING PRINCIPLE).

|   |                     |   |                          |
|---|---------------------|---|--------------------------|
|    | I am                |    | you must not             |
|    | I am not            |    | you should not           |
|    | I can               |    | you should not be        |
|    | I cannot            |    | you were                 |
|    | I cannot be         |    | you were not             |
|    | I cannot do         |    | you will                 |
|    | { I cannot say      |    | you will not             |
|    | { I cannot see      |    | as if                    |
|    | I had               |    | as if it were            |
|    | { I had not         |    | by which                 |
|    | { I do not          |    | by which it was          |
|    | I did not           |    | if it does               |
|    | I hope you will     |    | if it is                 |
|    | I hope you will not |    | if it is not             |
|    | I may be            |    | in which it has appeared |
|   | I may not be        |   | of which it has been     |
|  | I shall not         |  | of which it must be      |
|  | I shall not be      |  | at any rate              |
|  | I trust             |  | at all events            |
|  | I trust not         |  | at all times             |
|  | I was               |  | at some time             |
|  | I was not           |  | at the same time         |
|  | you can             |  | for some time            |
|  | you cannot          |  | from time to time        |
|  | you may             |   |                          |
|  | you may not         |   |                          |









































## Exercise 84.

*My-dear-Sir.*—For-some-time past I-have-been unable to-write to-you as I-have desired and-as I-promised you when you-were here. I-hope- | you-will-not-be annoyed at-my apparent neglect. You-should-not-be, and-I-am-sure you-will-not-be when you-are aware (of the) reason for-my | silence. I-have-no-doubt you-will-remember that I-was-not well previous to-your visit, but I-am-sorry to-tell-you I-have-been under-the care | of Dr. Brown ever-since-the day you left. Indeed, you-were-not gone more-than an hour when I-had to-send for-the physician. I-do-not-know | what caused my illness; I-cannot-say that I-am aware of anything to-which-it-may-be due. I-know of nothing to-which-it-can-be traced. At- | all-events, it-has-been very severe, and, for-some-time, my recovery was considered hopeless. Of-course, I-am-not yet out-of-the wood, and I-must-not | boast, but I-think I-am fairly on-the road to complete recovery. You-will-be-sorry to-learn that I-am-not yet strong enough to-leave my room, | but-you-must-not suppose that I-am in danger. I-trust I-shall-be-able-to-make an effort to visit you some-time during-the coming month. At- | any-rate, I-am hoping so. I-have heard that-you-were injured slightly in-the railway accident last Friday. Is-this-true? I-trust-not. If-it-is, you- | are-not likely to be improved by-my-letter. If-it-is-not, you-will pardon my mentioning the report. In-any-case, you-might send me word, and-if- | you-can spare the time, perhaps you-will come over on-Monday. If-you-cannot arrange this, please inform me from-time-to-time how you-are getting on with- | the new business, to-which-it-appears you-are devoting yourself. If-it-be as successful as you-were inclined-to-think you-will-be very fortunate, and-if-it- | be-not quite so profitable as you hoped, it-will still have proved an interesting experiment. At-all-events, it-was well worth a trial. At-the-same-time, you- | should-not work too hard. If-you do you-must-not be surprised to-find your health giving way. I-have-no-doubt (of the) ultimate success of-your patent, | and-if-it-were necessary, I-could arrange to invest a considerable amount in-the business. I-cannot-do anything in-the-matter (of the) shares you spoke about until | I-have-seen you again. I-cannot-see that-there-is any hurry about-the affair. If-it-does happen that-the shares are all taken-up before I-make | application I-shall not mind very-much. I-am-trusting, however, that-you-will-be-able-to pay me a visit on-Monday and explain matters. Yours truly,

THOMAS MAKIN. | (510)

## ADVANCED PHRASEOGRAPHY.—SECTION 2.





















































## PHRASES (DOUBLE-LENGTH AND "SW.")

|   |   |
|---|---|
|  I have                     |  if there                  |
|  I have their               |  if there is               |
|  I think                    |  if there is to be         |
|  I think there will be      |  in their                  |
|  I see                      |  in their opinion          |
|  I see there is             |  in their case             |
|  I wish                     |  in their statement        |
|  I wish there were          |  though there is           |
|  I am sure                  |  whenever there (or their) |
|  I am sure there is         |  as soon as                |
|  I know                    |  as soon as possible      |
|  I know there is (or has) |  as soon as we can       |
|  I know there is not      |  as soon as they         |
|  I know there will be     |  on this subject         |
|  we have their            |  as we can               |
|  before there (or their)  |  as we cannot            |
|  for there                |  as we have              |
|  for their own            |  as well as can be       |
|  for their sake           |  as well as possible     |
|  from their               |  as well as usual        |

**Exercise 85.**

I-know-there-has-been a great-deal said, as-well-as written, about-the interest attaching to-the study of phrase and fable, but I-know-there-has-not- | been sufficient said, in-view (of the) importance (of the) matter, and-I-know-there-will-be a great-deal-more both said and written before-the subject is exhausted. | Whenever-there-is a subject of interest to-the general reader, and a desire expressed for information upon-it, there-will-be-found someone ready and willing to obtain the | necessary knowledge and impart it to-others. As-we-have-seen, too, the work is generally executed as-well-as-possible, that-is, as-well-as-it-can-be, and- | the results made known as-soon-as-possible. This-is a great convenience to-most of us, as-we-have-not time to devote to research in-these subjects. I- | think-there-is room, indeed, I-am-sure-there-is room for-something-more on-the-subject I-have-mentioned before it-can-be-said that-the public is tired | of-it. There-are-some people, however, who know very-little (of the) origin and meaning of-many peculiar expressions of frequent occurrence. For-their-sake, for-their-satisfaction and- | pleasure, as-well-as for-the educational advantage it-would be to-them, I-wish-there-were-some means of bringing before-their notice some (of the) books already published | on-this-subject. I-know-there-is a difference of opinion, however, on almost all-questions, and-if-there-be any of-my readers who doubt the benefit to be | derived from such a study as I-have referred to, and-if-they assert that, in-their-opinion, it-would-be a waste of-time as-well-as money to | procure such books, I-ask-them, for-their-own-sake and for-the-sake-of others in-their-position, who-may look at (the) matter from-their point-(of)-view, | to-consider-the following-points as carefully and as-soon-as-possible:—How often do we come across such phrases as “toad eater,” “salted accounts,” etc., and though their meaning, | from-their position in-the sentence, may-be pretty clear, should-we not-have some difficulty in saying how they came to-have-their present signification? Have-we not all | occasionally read some phrase, or heard some allusion which-we did-not-understand, and-have-we not sometimes lost the beauty of a passage through our want of knowledge? I- | think-there-will-be few who-will dissent. If-there-were no other reason, therefore, than this, it-should-be sufficient to-prove-the necessity for-such a study as | I-have recommended. But, as-we-can readily see, these phrases are interesting for-their-own-sake, and-in-their-case, the time devoted to-study will-be well-spent. | (480)

## ADVANCED PHRASEOGRAPHY.—SECTION 3.










































|  |   |
|--|---|
|  I am glad                  |  every circumstance        |
|  I am very glad             |  under the circumstances   |
|  I am certain that you are  |  peculiar circumstances    |
|  I am confident             |  peculiar circum-          |
|  I am inclined to think     |  stances of the case       |
|  I will consider            |  I have concluded          |
|  I will consider the matter |  we have concluded         |
|  it is considered           |  that conclusion           |
|  fully considered           |  satisfactory conclusion   |
|  further considered         |  unsatisfactory conclusion |
|  further consideration      |  having regard to          |
|  must be considered         |  with regard to            |
|  shall be considered        |  with respect to           |
|  shall be taken into        |  in relation to            |
|  consideration             |  with relation to          |
|  which will be considered |  in reference to          |
|  which will be taken      |  with reference to       |
|  into consideration       |  with reference to which |
|  take (taken) into        |  in reply to             |
|  consideration            |  I have received         |
|  after due consideration  |  we have received        |
|  in consequence of        |  and in this manner      |
|  necessary consequence of |  and in like manner      |
|  on the contrary          |  and in the same manner  |
|  and the contrary         |  in such a manner as     |
|  in connection with       |   |
|  all circumstances        |   |

**Exercise 86.**

Money has-been defined to be desire capitalized, and-as-far-as I-am-concerned, I-am-content to accept this definition. I-have thought of-it in-all-manner- | of-ways, and-I-have come to-the conclusion, after due-consideration of-every-circumstance in-connection-with the subject, that-the definition is satisfactory. I-am-confident that-if- | you-will-consider-the matter you-will, as a necessary-consequence, come to-the-same-conclusion. In a genuine inquiry, the conclusion is-not arrived at without some-consideration of | opposite views. On-the-contrary, those views must-be-considered if-we-are-to-come to a satisfactory-conclusion on-the-subject. Having-regard, therefore, to-the interesting nature (of | the) question before us, it-will-be agreed that-it deserves to be fully-considered and looked at from every point-(of)-view. It demands that everything that can-be- | said in-relation-to it shall-be-considered, and-that anything which-may, in-any-way, help us to an opinion shall-be-taken-into-consideration, indeed, must-be-taken- | into-consideration. Limited space, however, forbids my enlarging upon-the question in-such-a-manner-as might be-done under ordinary-circumstances, so-that, under-the-circumstances, I-must-be- | content to-leave out some-considerations, with-regard-to-which a-great-deal might be-said, and-in-respect-to which there-might, perhaps, be a difference of opinion. Let- | us-consider a few points, and-I-shall-be-content to leave-the-further-consideration (of the) question to-the reader. A great writer, speaking with-reference-to-this-subject | of-money, points out that with-regard-to a future exchange money is, as-it-were, our security. For, he says, it-is-necessary that-he who brings it should- | be-able-to get what-he wants. If-the reader will-take-into-consideration the full meaning (of the) last sentence, he-will-see that "what-he wants" is but | another-way of saying "what-he desires." Again, with-respect-to coined money, another authority declares that-it-is-a kind of bill or order payable at-the will (of | the) bearer. In-like-manner, still another writer states that a coin may-be-considered as a bill upon all-the tradesmen in-the neighborhood. That-is, if I-have- | received a coin for services rendered to somebody else I-can-have, in return, anything I-desire which-is equal in value to-it. In-relation-to this-point, a | fourth authority says money is a warrant which gives-the bearer the right to draw from society when-he desires services according-to-the value (of the) coin. In-reply- | to similar questions in-regard-to-the nature of-money various other writers have answered in-the-same-manner, so-that I-have-concluded that-the definition referred to is | tolerably accurate, and-having-regard-to-the evidence it-cannot-be-said that I-have come to an unsatisfactory-conclusion. (500)



## ADVANCED PHRASEOGRAPHY.—SECTION 4.

|   |  |
|---|--|
|  again and again         |  in the last place        |
|  deeper and deeper       |  in the next place        |
|  less and less           |  on the one hand          |
|  more and more           |  on the other hand        |
|  more or less            |  on the other side        |
|  north and south         |  on the part of           |
|  right or wrong          |  as a matter of course    |
|  sooner or later         |  as a matter of fact      |
|  at the present day      |  in fact                  |
|  all the way             |  in point of fact         |
|  by the way              |  facts of the case        |
|  all over the world      |  fact of the matter       |
|  all parts of the world  |  able to make             |
|  what is the matter      |  I shall be glad to know  |
|  for the first time      |  we shall be glad to hear |
|  short space of time    |  do you mean to say      |
|  from first to last    |  to a great extent      |
|  in the first instance |  in a great measure     |
|  in the first place    |  one another            |
|  in the second place   |  between them           |
|  in the third place    | (Omit hook <i>n</i> in similar phrases).   |

**Exercise 87.**

At-the-present-time great attention is paid to-the exploration (of the) North-and-South poles (of the) earth by explorers of all nations; between-them they-have added | much to geographical knowledge, and-in-a-great-measure investigators at-the-present-day know as-much about these regions in-point-of-fact as-is of































































scientific value. But | sooner-or-later sentiment rather-than science will-be gratified by-the discovery and publication all-over-the-world of-every secret of-these untrodden regions. All-parts-of-the- | world are becoming, in-fact, more-and-more well-known, so-that we-shall-soon regard it as-a-matter-of-course that blanks on-our maps will grow less- | and-less, till in a short-space-of-time they-will disappearaltogether. Some may exclaim, "Do-you-mean-to-say that at-the-present-time we may, as-a- | -matter-of-fact, look to-the time when discoveries will no longer add to-our knowledge (of the) geography (of the) world, in-which from first-to-last, we-have- | been so much interested? We-shall-be-glad-to hear when such may-be looked for." In-reply, attention may-be-called to-the facts-of-the-case, and, by- | way-of-illustration, Africa may-be pointed to. For-many years past explorers have plunged deeper-and-deeper into-the hidden recesses (of the) Dark Continent, and, whether right-or- | wrong, they subjugate the savage inhabitants in a more-or-less complete fashion. Africa is-now divided among-the European powers, and exploration was carried out to-a-great-extent | in-the-last-years (of the) Nineteenth century, so-that-we-are-able-to-make a very complete map (of the) whole continent. Someone may say "I shall-be-glad | to-know if-the recent action (of the) Powers has been beneficial; again-and-again we hear of-much done on-the-part-of-many (of the) civilized nations between- | which Africa is divided and at which humanity is horrified." But when-we ask what-is-the-matter complained of, and inquire into it, it-must-be borne in mind | that-it-is-not worse-than what savage tribes practise among-themselves, or towards-one-another; though, by-the-way, we-do-not for a moment defend wanton barbarity on- | the-part-of civilized man towards savages who, for-the-first-time, come under his control. Unhappily, this-is always more-or-less an incident (of the) contact of civilized | and savage man. If-we-cannot see all-the-way to a better state of things we-may at-least anticipate some (of the) advantages which civilization should in-the | end be-able-to bestow, on-the-one-hand on-the native population, and on-the-other-hand, or on-the-other-side, on itself. In-the-first-place, or | in the first-instance, exploration affords a healthy subject of interest for-the more adventurous spirits of all nations, and adds additional chapters of interest to-the story (of the) | world. In-the-second-place, new markets are opened for commerce, and-new fields for-the-exercise of philanthropy. In-the-third-place, regions are opened up which-may-become | of-much value as an outlet for-the overgrown population of-other regions. In-the-next-place, or-in-the-last-place, colonization is a hopeful part of that-onward | march of humanity in-which all have-the deepest interest. (580)

## CHAPTER XXXIII.

## BUSINESS PHRASES AND CONTRACTIONS.

## SECTION 1.

|   |  |   |   |
|---|--|---|---|
|    | I am in receipt of<br>your letter              |    | I beg to enclose<br>herewith                    |
|    | I am in receipt of<br>your favor               |    | I beg to inform you                             |
|    | I am in receipt of<br>your esteemed favor      |    | I enclose account                               |
|    | I am directed                                  |    | I enclose cheque                                |
|    | I am directed to state                         |    | I enclose invoice                               |
|    | I am directed to<br>inform you                 |    | I enclose herewith                              |
|    | I am instructed                                |    | I enclose statement                             |
|    | I am instructed to state                       |    | enclosed letter                                 |
|    | I am instructed to<br>inform you               |    | enclosed please find                            |
|   | I am requested                                 |   | I can assure you                                |
|  | I am requested to state                        |  | I do not understand                             |
|  | I am requested to<br>inform you                |  | I have to acknowledge<br>receipt of your letter |
|  | I am surprised                                 |  | I have to call attention<br>(or your attention) |
|  | I am rather surprised                          |  | I have to inform you                            |
|  | I am much obliged                              |  | I have the honor                                |
|  | I beg to acknowledge<br>receipt of your letter |  | I have the pleasure                             |
|  | I beg to acknowledge<br>receipt of your favor  |  | I hope you will                                 |
|  | I beg to call attention<br>(or your attention) |  | I hope you are satisfied                        |
|  | I beg to enclose                               |  | I regard  |
|   |  |  | I regret  |

|   |                               |   |                          |
|---|-------------------------------|---|--------------------------|
|  | I regret to state             |  | you will be surprised    |
|  | we are in a position          |  | you will be glad to know |
|  | we are much obliged<br>to you |  | your consideration       |
|  | we respectfully request       |  | your favor               |
|  | we are surprised              |  | your esteemed favor      |
|  | we beg to quote               |  | yours faithfully         |
|  | you are at liberty            |  | faithfully yours         |
|  | you may as well               |  | yours obediently         |
|  | you may consider              |  | your obedient servant    |
|  | you must consider             |  | yours respectfully       |
|   |                               |  | yours truly              |

### Exercise 87a.

*Dear Sir:*—I-am-in-receipt-of-your-letter (of the) 24th, and I-regret-to-state that I-am-unable-to-give you-the information you require. I- | can-assure-you I should-be-pleased to-do-so if-it-were-possible. I-am-surprised to-hear from-you that-the funds of-your society are in-such | a bad way. I-regard-the objects (of the) society as most praiseworthy, and I-cannot-understand how it-is that public support should be withheld. I enclose check for | ten dollars as a subscription, and-shall-be-glad to-give-the-same-amount next year. I-am-much-obliged -to-you for-the copy (of the) report. Yours truly. | (120)

### Exercise 88.

*Dear Sir:*—I-am-instructed by-my-Board to ask-you when-the-amount owing to-them by-your Company is likely to be paid. I-am-requested also to | point-out to-you that-this-account is considerably overdue, and-I-am-directed-to-inform-you that if payment is-not made on or before Saturday next, proceedings will- | be taken without further delay. I-enclose statement-of-account once-more, and I-hope-you-will-do all in-your power to-render legal measures unnecessary. Your-obedient-servant. |

**Exercise 89.**



















*Dear Sir:—*I-beg-to-acknowledge-receipt-of-your-letter (of the) 4th inst., and-in-accordance-with your-request I-have-the-pleasure to enclose-here-with copy (of the) | paper referred to. I-am-glad-to-hear that-you-were at-the meeting, and-I-hope-you-are-satisfied with-the-result. I-am-rather-surprised that-the local-| press-did-not-give more prominence-to-one-or-two speeches which-were, in-my-opinion, valuable contributions to a question of vital interest at (the) present-time. With-regard-| to my-own paper, I-beg-to-call-your-attention to-the fact that though a good-deal was said upon-it, no-one ventured to contradict the statements made | with-reference-to-the-duties of accountants and auditors. You-will-see from-the-enclosed-letter that I-had ample reasons for-my assertions. You-are-at-liberty to-make | any use you think proper (of the) paper. You-may-consider it-is-worth publishing. If so, I-think-you-might send a copy to all-the-members. Faithfully-yours. | (180)


















**Exercise 90.**


























*Gentlemen:—*We-are-much-obliged-to-you for-your inquiry, and-have-the-pleasure to enclose-here-with patterns and-prices (of the) cloths referred to. We-respectfully-request an examination | and-comparison of-our goods with-those of any other makers, and-we-have-no-doubt (of the) result, knowing, as-we-do, that-we-are-in-a-position to-| manufacture cloths (of the) highest quality and to-quote terms at-least as favorable as anyone. We-are-surprised to-learn that our representative has-not-called-upon you, and-| we-will instruct him to-do-so in-the future. With-regard-to-the special cloth you-require for-the-Government contract, we-beg-to-quote you one dollar per | yard, and-we-can guarantee absolute satisfaction if-you place-the order with us in due course. We-beg-to-call-your-attention, also, to-the-enclosed | samples of fancy linings, which-we-are manufacturing for-the coming season, and-which-we-are-able-to offer at-the exceedingly low-prices marked on-the patterns. If-you-| are-in-the market for-this-class of-goods, we-feel sure that-you-cannot-do better-than give these samples your-consideration. We-have a large stock (of the) | goods ready for delivery, and-we-hope-you-will-be-able-to favor us with an order. Your-esteemed-favors will at-all-times command our prompt attention. Yours-respectfully. | (240)

# BUSINESS PHRASES AND CONTRACTIONS.

## SECTION 2.

|   |                                    |
|---|------------------------------------|
|    | in reply (to)                      |
|    | in reply to your letter            |
|    | in reply to your favor             |
|    | in reply to your<br>esteemed favor |
|    | in your reply                      |
|    | in your reply to<br>my letter      |
|    | in my letter                       |
|    | copy of my last<br>letter          |
|    | your last letter                   |
|   | registered letter                  |
|  | early reply                        |
|  | early consideration                |
|  | early attention                    |
|  | early convenience                  |
|  | at your earliest<br>convenience    |
|  | as soon as convenient              |
|  | as soon as ready                   |
|  | referring to yours                 |

|   |                                 |
|---|---------------------------------|
|    | referring to your<br>letter     |
|    | referring to your<br>favor      |
|    | referring to our<br>letter      |
|    | referring to our<br>invoice     |
|    | by first post                   |
|    | by next post                    |
|    | by this post                    |
|    | by return of post               |
|   | by parcel post                  |
|  | postal order                    |
|  | by wire at once                 |
|  | by goods train                  |
|  | by passenger train              |
|  | my attention has<br>been called |
|  | necessary attention             |
|  | necessary ar-<br>rangements     |
|  | we will arrange<br>the matter   |

|   |                       |   |                              |
|---|-----------------------|---|------------------------------|
|  | best attention        |  | balance sheet                |
|  | best of my ability    |  | balance (of) your<br>account |
|  | best of our ability   |  | payment of account           |
|  | best of your ability  |  | statement of account         |
|  | best of their ability |  | account sales                |
|  | best quality          |  | bill of exchange             |
|  | best price            |  | stock exchange               |
|  | best terms            |  | in exchange                  |
|  | lowest terms          |  | bill of lading               |
|  | best finish           |  | under bill of sale           |
|  | best thanks           |  | underwriters                 |
|  | balance due           |  | ordinary rates               |
|   |                       |  | special rates                |

**Exercise 91.**

*Dear Sirs* :—In-reply-to-your-letter of yesterday, we-beg-to-state that-the bill-of-lading and-the bill-of-exchange were forwarded-to-you by-first-post | on Tuesday-morning last, in registered-letter, addressed as usual, and-we-are-surprised that-they have-not reached you. We-will make inquiries here, and in-the-meantime, if- | you-receive-the letter kindly inform us by-wire-at-once. Referring to-our-letter (of the) 27th ult., and your-reply to same, we-have written the works, | pressing them to-give early-attention to-the-matter and to-make-the necessary-arrangements for forwarding the goods to-the finishers as-soon-as-ready. We-have-instructed the | latter to-give-the material the best finish, and-we-have-no-doubt they-will-do-so. We-have-also mentioned your complaint as-to-the finish (of the) last | consignment, and we-are-assured that special care will-be taken to-prevent a repetition (of the) mistake in-the future. In-accordance-with your-request, we have-the-pleasure | to enclose statement-of-account up to-the 30th ult., and-we-trust you will-find this quite in-order. Our Mr. Ralphs will-be-in-your town on-Wednesday | next, and-will give you a call. We-have-sent-you by-parcel-post a copy of-our new pattern book, and-we-shall-be-glad to-receive-your kind | orders for any (of the) materials named therein. Very-truly-yours. (250).













































**Exercise 92.**

*Dear Sir :—*In-reply-to-your-favor (of the) 16th inst., we-regret that-we-cannot undertake-the responsibility of adopting your suggestions with-regard-to-the machine. We-are | willing to-execute the repairs to-the best-of-our-ability, and-on-the lowest-terms possible, but as we stated in our last-letter, the methods you propose would | be attended with great risk to-the rider. If-you decide to-leave-the-matter to us you-might inform us by-return-of-post, and-we-will put the | work in-hand at-once, so-as-to-be-able-to despatch the machine by-goods-train on-Saturday. We need hardly say that-we pay the best-price for | all-the-materials we use, and-we guarantee them to be (of the) best-quality obtainable. Referring-to-your-letter (of the) 9th inst., we-have-done our best to | induce-the carriers to-quote special-rates for-the-goods consigned to-you, but-they decline to-make any reduction on-the ordinary-rates unless-the traffic is considerably increased. | With-reference-to-our statement-of-account for last quarter, we-beg-to-call-your-attention to-the fact that-the balance-due has-not yet been received, and-we- | -will-thank-you for a check or postal-order for-the-amount at-your-earliest-convenience. We-shall give early-consideration to-your inquiries for-the special tandem, and-will- | forward the specification desired as-soon-as-convenient. Yours-faithfully.

(250)



**BUSINESS PHRASES AND CONTRACTIONS.****SECTION 3.**

|   |                                 |   |                           |
|---|---------------------------------|---|---------------------------|
|    | first cost                      |    | additional ex-<br>pense   |
|    | at first cost .                 |    | additional cost           |
|    | first-class                     |    | board of directors        |
|    | first quality                   |    | directors' meeting        |
|    | first instant                   |    | directors' report         |
|    | first notice                    |    | declare a dividend        |
|    | first instalment                |    | deliver imme-<br>diately  |
|    | last week                       |    | discount for cash         |
|    | this week                       |    | financial affairs         |
|    | next week                       |    | from the last re-<br>port |
|    | last month                      |    | further particulars       |
|    | Monday morning                  |    | goods not to hand         |
|    | Tuesday afternoon               |    | not yet to hand           |
|    | Wednesday evening               |  | just possible             |
|   | please quote us                 |  | just received             |
|  | please let us know              |  | make an appointment       |
|  | please let me know              |  | makers up                 |
|  | please note                     |  | trade price .             |
|  | please inform us                |  | trade mark                |
|  | please forward                  |  | trades union              |
|  | according to<br>agreement       |   |                           |
|  | according to their<br>statement |   |                           |

**Exercise 93.**

*Gentlemen:*—Please quote us your lowest price, f.o.b. Chicago, for forty tons of soda crystals, first-quality, in casks

about 4 cwt. each, and say if these could- | be delivered to-our order at the Union Station by Tuesday-evening or Wednesday-afternoon at-the latest. Referring-to-your-invoice (of the) first-instant, please-note that-these- | goods are-not yet to hand. We-have inquired (of the) railway officials here, and according-to-their-statement the goods have-not-been handed to-them. Please-let-us- | know by-return-of-post when and by-which railway line these-goods were forwarded. We-expected to-receive-them at-the-end of-last-week. According-to-agreement we- | are-obliged to-make delivery (of the) first-instalment some day this-week, so-that you-will-see that-the delay is likely to-cause some trouble, and we-trust | you-will give-the-matter your immediate-attention. Yours-truly. (160)

### Exercise 94.











































*Dear Sir:*—I brought your-letter before the Board-of-Directors at-their meeting yesterday, but after some discussion they-were-obliged to postpone further-consideration (of the) matter until | the next Directors'-meeting, which-will-be held-on-the last Tuesday-afternoon of-this month. I think-the Directors would-be-glad if-you would kindly set forth your- | proposals more fully than is done in-your-letter. The first cost (of the) material is very low, but-the question (of the) additional-cost of-preparing it for-sale, | and-the additional-expense which-will-probably be incurred in advertising it is sure to-be taken-into-consideration by-the-Directors, and-if-they had your estimate of what- | the total expenditure is likely to amount to, it-would-no-doubt help them in coming to a decision. If-you-will make-an-appointment for-some day next-week | I-shall-be-glad-to see-you, and it-is just-possible that I-may-be-able-to-give you some further-particulars. Meanwhile, I-have-the-pleasure to enclose | copy (of the) Directors'-Report published last month. Yours-faithfully. (190)










































### Exercise 95.












































*Dear Sir:*—We-have-pleasure in enclosing-here-with price-list of-our Felt Hats, and-we-shall-be-pleased to receive-your kind orders for any (of the) lines mentioned. | We specially desire to-call-your-attention to-the fact that not-only do all-our hats bear our well-known trade-mark as a guarantee of-quality, but that | in-addition-to-this the label (of the) "Hatters' Trades'-Union" is placed inside-the band, as proof that-we pay the full trade-price for-the labor we employ. | We-may add that, in-view (of the) approaching holiday season, orders should-be-placed not later than-the middle of next month, so-as-to avoid possible delay. We | allow an extra  $2\frac{1}{2}\%$  discount-for-cash. Trusting-to-receive-the-favor of-your esteemed commands which shall-have our best-attention, we are, Yours-respectfully. |















































## CHAPTER XXXIV.

## LAW PHRASES.

|   |                                  |   |                                  |
|---|----------------------------------|---|----------------------------------|
|    | Actual damage                    |    | Central Criminal Court           |
|    | affidavit and order              |    | circumstantial evidence          |
|    | articles of agreement            |    | Circuit Court                    |
|    | as to the matters                |    | City Court                       |
|    | as to these matters              |    | Common jury                      |
|    | as to those matters              |    | Common law                       |
|    | Bankruptcy Court                 |    | County Clerk                     |
|    | before him                       |    | County Court                     |
|    | before me                        |    | County Treasurer                 |
|    | being duly sworn                 |    | Counsel for the defense          |
|    | beneficial estate                |    | Counsel for the defend-<br>ant   |
|  | beneficial interest              |   | Counsel for the plaintiff        |
|  | bill of sale                     |  | Counsel for the prisoner         |
|  | breach of promise of<br>marriage |  | Counsel for the prosecu-<br>tion |
|  | by this action                   |  | Court of Appeals                 |
|  | by this court                    |  | Court of Bankruptcy              |
|  | Called for the defendant         |  | Court of Claims                  |
|  | Called for the plaintiff         |  | Court of Equity                  |
|  | Called in his own behalf         |  | Court of General Ses-<br>sions   |
|  |                                  |  | Court of Justice                 |
|  |                                  |  | Court of Record                  |

|   |                            |   |  |
|---|----------------------------|---|--|
|    | Court of Special Sessions. |    | for this action                                      |
|    | criminal jurisprudence     |    | for this court                                       |
|    | cross examination          |    | General term   |
|    | Deed of settlement         |    | gentlemen of the jury                                |
|    | deed of trust              |    | goods and chattels                                   |
|    | defendant's testimony      |    | government securities                                |
|    | direct evidence            |    | Grand Jury   |
|    | direct examination         |    | gross receipts                                       |
|    | District Attorney          |    | Habeas Corpus  |
|    | District Court             |    | heirs, executors, administrators, <i>and</i> assigns |
|    | do you mean to say         |    | heirs, executors, administrators, <i>or</i> assigns  |
|    | documentary evidence       |    | If Your Honor please                                 |
|    | Ecclesiastical Court       |   | in this action                                       |
|   | employer's liability       |  | in this court  |
|  | equity of redemption       |  | in witness whereof                                   |
|  | Federal Court              |  | interlocutory decree                                 |
|  | fee simple                 |  | international law                                    |
|  | fiduciary capacity         |  | Joint stock  |
|  | final decree               |  | joint stock company                                  |
|  | for defendant              |  | judicial sale  |
|  | for plaintiff              |   | Judgment for plaintiff                               |

|   |                                     |   |                                    |
|---|-------------------------------------|---|------------------------------------|
|    | Judgment for defendant              |    | motion denied                      |
|    | Justice of the peace                |    | Municipal Court                    |
|    | Last will and testament             |    | my learned friend                  |
|     | learned counsel for the defense     |    | Next of kin                        |
|    | learned counsel for the defendant   |    | No, sir                            |
|    | learned counsel for the plaintiff   |    | notary public                      |
|     | learned counsel for the prisoner    |    | Objection sustained                |
|     | learned counsel for the prosecution |    | objected to by plaintiff           |
|    | learned judge                       |    | objected to by defendant           |
|    | legal estate                        |    | offered in evidence                |
|    | letters of administration           |    | official receiver                  |
|    | letters patent                      |    | of this action                     |
|    | letters testamentary                |    | of this agreement                  |
|   | life estate                         |   | of this court                      |
|  | Malice prepense                     |  | on the other side of the case      |
|  | manslaughter                        |  | on the following grounds           |
|  | marine insurance                    |  | originating summons                |
|  | may it please the court             |  | Party of the first part            |
|  | may it please Your Honor            |  | Party of the second part           |
|   | memorandum of agreement             |  | Patent office                      |
|  | motion to dismiss                   |  | peculiar circumstances of the case |
|  | motion granted                      |   |                                    |

|   |                        |   |  |
|---|------------------------|---|--|
|     | penal offense          |    | Supreme Court                          |
|    | personal estate        |    | Surrogate's Court                      |
|    | Petit jury             |    | sworn and examined                     |
|    | plaintiff's case       |    | Tax deed                               |
|    | plaintiff's counsel    |    | that this action                       |
|    | plaintiff's testimony  |    | that this court                        |
|    | plaintiff's witnesses  |    | testimony of the defend-<br>ant        |
|    | Police Court           |    | testimony of the plaintiff             |
|     | power of attorney      |    | trust funds                            |
|    | preliminary injunction |    | Under the circumstances<br>of the case |
|     | prisoner at the bar    |    | Verdict for the defend-<br>ant         |
|     | Quit claim             |    | verdict for the plaintiff              |
|    | Real estate            |    | verdict of the jury                    |
|     | rebutting testimony    |    | voluntary conveyance                   |
|    | re-cross examination   |   | Ward of the Court                      |
|  | reversionary interest  |  | warrant of attorney                    |
|  | right of way           |  | what is your business                  |
|  | Special jury           |  | where do you reside                    |
|  | special license        |  | where is your place of<br>business     |
|  | state whether or not   |  | will and testament                     |
|   | summary proceedings    |  | without prejudice                      |
|   | Superior Court         |  | wrongful possession                    |
|   |                        |  | Yes, sir                               |
|   |                        |  | Your Honor                             |

## CHAPTER XXXV.

## LEGAL CORRESPONDENCE.

## 1.

MESSRS. W. C. BENNETT & SON, Decker Bldg., New York.

*Gentlemen* :—A recent act of the Legislature of this State provides, in substance, that it is unlawful for any person or persons to carry on business under a firm or corporate name that does not express the name of at least one of the persons owning or carrying on the same, unless a proper certificate be filed.

This law is so little known, and the results of non-compliance so far-reaching, that we have taken the liberty of notifying, in addition to our regular clients, others similarly situated, whose names have been brought to our attention.

Respectfully yours, (108)

## 2.

MR. JAMES L. BEAN, 100 Randolph St., Chicago, Ill.

*Dear Sir* :—Your letter of July 15th duly received. We have not as yet examined Charles Spencer in supplementary proceedings. We shall, however, obtain an order and cause him to be examined. The very fact that he is employed as an excise inspector, leads us to suppose that the judgment cannot be collected. We cannot, as you undoubtedly are aware, levy upon his salary, and therefore the prospects are not very bright for a collection.

Very truly yours, (87)

## 3.

MR. C. F. MORSE, Houston, Texas.

*Dear Sir* :—We note yours of the 9th ult., but have under date of March 28th a letter from S. T. Brown, stating that our notice that we hold an account against him is a surprise, as he had paid it in full to you last fall, and has your receipt for same. Accordingly, after conference with our clients, we find that the account was sent to you and that it was returned unpaid. We now hold their draft on you for the amount, which they have instructed us to collect at once. Before adopting any summary measures, however, we deem it but fair to apprise you of the condition of affairs



with a view of adjustment by you, as we do not desire to harm you.

We hope, therefore, you will favor us with a remittance, unless you can furnish us with evidence of an error.

Yours respectfully, (155)

4.

MR. S. L. BARNES, Jacksonville, Fla.

*Dear Sir* :—I hand you forthwith for collection an amount against Mr. Frederick Mason of your city. The bill was contracted under curious circumstances, and may possibly cause an opportunity for arresting him if he comes this way, on the ground of obtaining goods under false pretences ; but as he is outside of the jurisdiction of this State, I send the bill to you to collect, if you can find that he has anything from which you can realize.

The amount is less two per cent. discount for cash, which of course will not be allowed under the circumstances if we can make the money. Yet at the same time we would readily compromise to anything which you may in your judgment deem reasonable. Yours truly, (133)

5.

MR. A. J. STEWART, San Francisco, Cal.

*Dear Sir* :—We enclose you \$50.00 in regard to claims 25 and 27, and beg to call your attention to the bank upon which all your collections are made. We pay bank's usual exchange and, as we deal very exclusively with banks, our correspondents are all very well satisfied with these terms. We trust you will hereafter be willing to attend to our collections at similar rates. Having recently established these offices to handle western collections, we trust to have considerable business with you from time to time, and desire, if possible, to have an understanding at the outset regarding the rate upon which our business will be transacted.

Trusting this will be satisfactory, we are,  
Yours very truly, (126)

6.

MR. E. N. PATERSON, Covington, Ky.

*Dear Sir* :—I return you herewith all the papers in claim No. 155, and beg to advise you that Mr. Jackson had nothing whatever to do with this claim of J. L. Harris, with the ex-

ception of the first expense bill covering fourteen boxes of prunes. I would hereby state that the amount of this expense bill, for which Mr. Jackson is responsible, is based on twenty cents per one hundred pounds, and is included in the amount for which he settles, to wit, 35,626 pounds, and for which I send you check duly certified.

Yours truly, (101)

7.

Mr. LEONARD THORN, 100 Broadway, New York.

*Dear Sir:*—Early in the week we procured an order for the examination of Charles Stevens in supplementary proceedings upon the judgment obtained by you. The order was returnable this A.M. at 10.30. We attended at the examination, and after proceeding with the same for an hour, Mr. James agreed that, if the examination was adjourned for a month, he would, within a week, send me a check for \$75 on account, and shortly thereafter settle the judgment. Your Mr. Johnson informed us that if the matter could be finally closed, a concession would be made to Mr. James upon the amount evidenced by the judgment, and in order to procure a settlement of the same, we communicated that fact to him. As soon as the check is received, we will forward it.

I return to town this A.M., and have not as yet received anything by way of information that is important, in regard to Mr. Smith.

I telephoned this morning to Judge Gilbert, and he answered that Mr. Smith had written him a letter saying that he was ill, and asking him to come to the house, which he refused to do. He further says that he expects to see him on Monday.

Yours very truly, (217)

8.

Mr. D. M. HENDRICKS, Topeka, Kansas.

*Dear Sir:*—Your favor received, and I beg to thank you for accepting my proposition to undertake the recovery of that property for one-half I may obtain. I herewith enclose a contract and power of attorney authorizing me to act. Kindly sign the same before a Notary or Clerk of the Court, and return to me and oblige.

I have instructed that proceedings should be taken at once to recover the property. I do not know that I can

succeed, but I will do the best I can. You will get one-half of whatever is realized.

Your prompt attention will oblige.

Yours very truly, (110)

9.

MESSRS. J. L. BALL & Co., Cleveland, Ohio.

*Gentlemen*:—Under separate cover I send you a copy of the School laws of Nebraska, and call your particular attention to subdivision 18, "Text-books and Supplies." It is my purpose to enforce strictly all the provisions of this act, and at this time I desire to call your particular attention to sections 2, 6, 7 and 8. I herewith reject all bonds now on file in this office under the provisions of section 2 of this act, and ask that a new Guaranty Bond be filed with me in accordance with the provisions of this section and act, and also the sworn statement of lowest prices, etc.

I feel impelled to demand a Guaranty Bond, because a personal bond would be worthless to the State without resident freeholders as securities, and it would be a great inconvenience and source of much trouble to the school-book publishers to secure resident freeholders as securities.

I enclose blank forms of contract that have been and will continue to be furnished by this department in accordance with the provisions of section 7. Yours very truly, (191)

10.

MR. J. P. HUNTER, Atlanta, Ga.

*Dear Sir*:—We received your proxy to Mr. Bell by mail in due course. We held the meeting this afternoon, and everything went through all right. I shall send you certificate of incorporation by Monday or Tuesday.

As soon as you can, please send me statement of how much stock was contributed by each party in the Martin Co., also description of land belonging to that company. I understand that 160,000 shares is to be developed stock, and that you are to contribute 80,000, and Martin, James and Goss are to contribute 80,000.

Mr. Goss instructed me to buy books for the Lake Co., the same as you bought for the Martin, and they instructed me to send my bill for fees, books and other items to you, which I will do after I have paid for the books.

Yours truly, (145)

11.

MESSRS. ISAAC PITMAN &amp; SONS,

31 Union Square, New York City.

*Gentlemen*:—On October 22d last, 1901, the above numbered proposal bond was executed at your request for furnishing and delivering books for the High Schools and School Libraries of the Boroughs of Manhattan and the Bronx for the Board of Education, City of New York.

When you were last in here you stated that contract for the above named supplies was awarded to you, but the Board of Education had not advised you to call and execute contract bonds for same. Will you kindly advise us how the matter stands, and oblige,

Yours truly, (108)

12.

MRS. J. R. REEVES, Boston, Mass.

*Dear Madam*:—The administrator and administratrix of the defendant acknowledge the circumstance that they have advertised in a commercial paper for the last week of December the goods, chattels and credits of the plaintiff, both domestic and otherwise, in the establishment of the deceased individual. The character of the goods was altogether satisfactory, several articles naturally bringing high prices, and probably the prospects for the heirs of the deceased are rather more than expected, especially owing to the essential facts that the executor and executrix will mortgage the property. The indenture of mortgage will immediately be executed, and, inasmuch as the architecture is of the old Catholic style and not original, will fetch a good price, and we have no doubt will surprise the undersigned, for which we should be thankful. We understand, or rather understood, that a welcome subscription for the stranger by several revered, respected and popular gentlemen is to be made. And to our knowledge there is no objection or reason why we ourselves should not perform some kind act, the performance of which in this peculiar case, notwithstanding the mistake made by the majority, will meet with great satisfaction. They say the eldest child comes of age in September. This subject, together with whatever follows, and whenever it may happen, will give the administrator no trouble in the regular course of things.

Yours respectfully, (231)

## CHAPTER XXXVI.

## LEGAL FORMS.\*

BY HENRY W. THORNE,

Counselor-at-Law and Official Court Stenographer, Johnstown, N. Y.

A law stenographer must possess expertness in writing and reading shorthand. This can only be attained by regular and prolonged practice. Knowledge of correct phonographic outlines is not, alone, sufficient. Such a one must understand the *meaning* of the subject-matter reported. This conduces to speed of writing, and is absolutely necessary to impromptu reading of rapidly written notes.

While writing from dictation is the most practicable method of gaining stenographic speed, yet the learner should not restrict himself to that. He should attempt to report all kinds of human utterance: speeches, sermons, public meetings, judicial proceedings, conversations, etc.

The best rate of dictation is that which forces the writer to the highest speed at which distinct outlines can be formed. When following a speaker, for practice, writing beyond legible speed should not be tried. Better omit portions than strive to catch every word and thereby risk acquiring a sprawling style of shorthand.

Small characters, compactly written, are preferable to their opposites, are easier to read, and conduce to speed.

Practice notes should be transcribed, and the transcript carefully compared with the original, when possible. All shorthand made by the learner should be repeatedly read, doubtful outlines assiduously studied and deciphered, and erroneous ones corrected and memorized.

Law stenographers, especially those employed in court before juries, should be able to instantly refer to, and read

\* Condensed from "Pitman's Twentieth Century Business Dictation and Legal Forms." Fourth edition. Revised and enlarged. 272 pages. Price, stiff boards, 75c.; cloth, \$1.00.



without balk or hitch, any part of the notes of a trial. Sometimes it is necessary to read to the jury large portions of hastily written notes of testimony.

Most stenographers use pen and ink for law reporting. At least two reasons for this usage exist: First, shorthand notes of judicial proceedings are required, by law, to be preserved for a specified period; these constitute an official record, and this should be durably made; ink, better than pencil, notes meet this requirement; second, the gliding of a gold pen over properly finished paper is supposed to create the minimum degree of friction; and, third, greater manual dexterity is believed to be possible with a flexible gold pen than with any other writing implement. A "light hand"—that is, the application of the least possible pressure—in the making of the mystic strokes, circles, dots and dashes, is generally conceded to be favorable to increase of speed, and a deterrent to so-called pen-paralysis, or writer's cramp.

The majority of law reporters use specially prepared reporting paper, with marginal and horizontal ruling. A few refuse to use any but unruled paper. Some practitioners use loose sheets of reporting paper, while a large number prefer the elastic-bound reporting note-books. One advantage of unbound sheets is that the notes comprising each case may, at its conclusion, be fastened together in book-form, properly endorsed, and filed away for preservation. In case the reporter desires to dictate to more than one amanuensis from different parts of his notes, loose sheets are perhaps more convenient.

Experienced law stenographers use few phrases. These seldom exceed three words. The phrasing principle is usually limited to what is known as "natural" phrases, which, broadly speaking, means combinations of such words as are frequently grouped in ordinary speech.

Special phrases are sometimes adopted. These grow out of the peculiar nature of the subject-matter reported. For instance, in legal form No. 25, the phrase "liquor-tax-law" was coined for that particular case. It would, undoubtedly, be legible in that case, while in general use it might not be decipherable.

Names of persons and places when first occurring should be written in longhand if time permit; if not, in shorthand,

and then in longhand at the first opportunity. Thereafter, they may be written in shorthand. This applies to the names of witnesses when called and sworn. These should be written in longhand, followed by the words (in shorthand) "for plaintiff" or "defendant," as the case may be, but, at all events, designating the party in whose behalf the witness is sworn.

No system of shorthand numerals has yet been devised which has given universal satisfaction. While, in some instances, law reporters have successfully utilized shorthand for this purpose, yet the Arabic figures continue prime favorites. The latter are often helpful in finding desired parts of testimony. In a mass of shorthand characters, they are conspicuous markers of particular sections of the examination of witnesses.

Exhibits are documents and things produced in court, sometimes merely for the purpose of identification, but usually to be offered in evidence by litigants. They may range from a simple receipt for money paid to the elaborate and intricate model of a railway locomotive. They take the name of the party who offers them in evidence, as "Pl'ff's Ex. A.," "Def't's Ex. No. 1," and are marked accordingly, the word "exhibit" being shortened to "Ex."

It is customary for referees, in proceedings before them, to mark the exhibits, while upon trials in court, before judge and jury, this duty devolves upon the stenographer.

Some stenographers mark all exhibits offered in evidence by the plaintiff, alphabetically, as "Pl'ff's Ex. A.," etc., and those offered by the defendant, numerically, as "Def't's Ex. No. 1," etc.; while others mark all exhibits, by whomsoever introduced, by numbers, commencing the first with "Ex. 1," and continuing consecutively with succeeding exhibits. Legal form No. 27 exemplifies the method of doing this.

Rubber stamps, containing everything necessary to place upon the exhibit, except its letter or number, are sometimes used. This constitutes a time and labor-saving device.

A temporary index of the lettering or numbering (or both) of exhibits, and of the numbers of the pages at which the various examinations of witnesses commence, is a valuable aid to promptly finding parts of the proceedings called for during a trial.



## MISCELLANEOUS LEGAL DOCUMENTS.

## AFFIDAVIT.

(No. 1.)

State of New York }  
 County of New York } ss.

John Spencer, being duly sworn, deposes and says : That on the fourth day of April, 1895, he resided at the City of Johnstown, in said State, and that at that time one Thomas Case also resided at said City. Deponent further says: That he was well acquainted with said Case until the time of his death, which occurred on the day aforesaid; that previous to that time, the said Case informed the deponent that he, said Case, was the only son of Joseph Case, of Milwaukee, in the State of Wisconsin. Deponent further says: That said Case, at the time of his death, was about forty years old; that said Case had light hair and eyes and weighed about one hundred and eighty pounds. Deponent further says: That he is ready to testify to the foregoing matters whenever called upon to do so; that deponent's age is seventy-three and that he now resides at New Rochelle in said State of New York.

Subscribed and sworn to before me }  
 this 6th day of April, 1898. } JOHN SPENCER.

JOHN NOWILL,

Notary Public,

New York County, N. Y.

## CERTIFICATE OF ACKNOWLEDGMENT—NEW YORK.

(No. 2.)

State of New York }  
 County of New York } ss.

On this sixth day of January, one thousand nine hundred and one, before me, the subscriber, personally came Henry Harrison, George Morse and James Johnson, to me known, and known to me to be the same persons described in, and who executed, the within [or foregoing] instrument, and they severally acknowledged that they executed the same.

WILLIAM H. DUNLOP,

Notary Public,

New York County, N. Y.

WILL.

(No. 3.)

IN THE NAME OF GOD, AMEN. I, Sophia Rosamond, of the Village of Greenpoint, in the County of Sullivan, and State of New York, widow, of the age of forty years and upwards, and being of sound, disposing mind and memory, do hereby make, publish, and declare this to be my last will and testament, that is to say :

FIRST. I direct that all my just debts and funeral expenses be first paid and fully satisfied.

SECOND. I give and devise the real property, now occupied by me as my present residence, unto my beloved son, John Rosamond, absolutely and forever.

THIRD. I give, devise and bequeath all the rest, residue and remainder of my estate, both real and personal, of every name and nature, and wheresover situate, unto my son, Charles Rosamond, of St. Johnsville, Montgomery County, N. Y.

LASTLY, I nominate, constitute and appoint my said son, John Rosamond, to be the executor of this my last will and testament, hereby revoking all former wills by me made.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of November, 1900.

SOPHIA ROSAMOND.\*

Witnesses { JAMES BINGHAM,  
ADDISON TORT.

The above instrument, consisting of one sheet, was, at the date thereof, subscribed by Sophia Rosamond, the testatrix named in the foregoing will, in the presence of us and each of us ; and, at the time of making such subscription, the above instrument was declared by the said testatrix to be her last will and testament, and each of us, at the request of said testatrix, and in her presence, and in the presence of each other, signed our names as witnesses thereto, at the end of the will.

JAMES BINGHAM, residing at Greenpoint, Sullivan County, N. Y.

ADDISON TORT, residing at Greenpoint, Sullivan County, N. Y.

\* It is not necessary to affix a seal to a will.

## NOTICE TO CREDITORS.

(No. 4.)

In pursuance of an order of Hon. J. Keck, county judge of Fulton County, notice is hereby given to all persons having claims against Dennis Moon, lately doing business in the city of Johnstown, N. Y., to present the same, with the vouchers therefor, duly verified, to the subscriber, assignee for the benefit of the creditors of said Dennis Moon, at the office of said assignee, No. 39 West Main Street, in the city of Johnstown, N. Y., on or before the 31st day of December, 1901.

Dated Johnstown, N. Y., the 3d day of January, 1901.

ANNA CASPER,

Assignee.

SENECA SHARP,

Attorney for Assignee,

No. 49 West Main Street, Johnstown, N. Y.

## BOND.

(No. 5.)

KNOW ALL MEN BY THESE PRESENTS, that we, James Jackson of the City of Boston, in the County of Suffolk and Commonwealth of Massachusetts, as principal, and William Belding and Charles Robertson, both of the same place, as sureties, are held and firmly bound unto Peter Harding, of the City of Johnstown, in the County of Fulton and State of New York, in the sum of four thousand dollars (\$4,000), gold coin of the United States of America, to be paid to the said Peter Harding, his executors, administrators, or assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents. Sealed with our seals and dated the tenth day of December, one thousand nine hundred.

The condition of this obligation is such that, if the above bounden James Jackson, his heirs, executors, or administrators, shall well and truly pay, or cause to be paid, unto the said Peter Harding, his executors, administrators or assigns, the just and full sum of four thousand dollars (\$4,000), in gold coin of the United States, of the present

standard of weight and fineness, in nine months from the date hereof, with interest thereon, at the rate of five per cent. per annum, without fraud or delay, then the preceding obligation to be void, otherwise to remain in full force and virtue.

|                |                    |        |
|----------------|--------------------|--------|
|                | JAMES JACKSON.     | (Seal) |
| In présence of | WILLIAM BELDING.   | (Seal) |
| JOHN DOE.      | CHARLES ROBERTSON. | (Seal) |

AGREEMENT.\*

(No. 6.)

THIS AGREEMENT, made this tenth day of December, in the year nineteen hundred, between Ernest Bowdish and Fred. A. Bowdish, composing the co-partnership firm of Bowdish Brothers, residing and doing business at the City of Johnstown, in the County of Fulton and State of New York, parties of the first part, and John Potts, of the same place, party of the second part, WITNESSETH : That said parties of the first part agree to furnish and set complete, according to the specification hereto annexed and marked Exhibit A and the drawings also hereto annexed and marked Exhibit B, both of which are made part hereof, upon a foundation to be provided by said party of the second part, in his plot in the grounds of the Johnstown Cemetery Association, in Johnstown aforesaid, a monument which is to be of the best quality of granite known as the best medium Dark Barre granite, and each and every part and portion thereof shall come from the same quarry, and be of the same kind and quality of the best medium Dark Barre granite ; and, in consideration of the faithful performance of the foregoing agreement by the said parties of the first part, the said party of the second part agrees to pay the sum of one thousand dollars (\$1,000),† when this agreement shall have been performed to the entire satisfaction of the said party of the second part, but not before the expiration of sixty days from and after the entire completion of the work herein provided for and performance of this agreement.

And it is expressly understood and agreed by the parties

\* In law, practically synonymous with "contract." These words are used interchangeably.

† It is well to write amounts in full, followed by figures in parentheses. This is technically known as the "consideration" of the agreement.

hereto that the payment of the whole, or any part, of the said sum of money, or the permitting by said party of the second part of the erection of said monument, or any other act upon the part of the said party of the second part, shall not be considered, or construed, as an acceptance, in whole or in part, of the performance of this agreement on the part of, or by, the said parties of the first part, until one year shall have elapsed from and after the date of the actual erection of said monument upon said cemetery lot, and the completion of all work in connection therewith to the entire satisfaction of the said party of the second part as aforesaid; and said party of the second part shall have the privilege at any time, within the said period of one year, to reject and refuse to accept said monument, and all, or any part of, the labor upon, or all, or any, of the material used in, said monument, on account of the non-compliance of the parties of the first part with this agreement, or any of the terms thereof, or with said specification and drawing, or either thereof, or any part of either thereof, or on account of the imperfect performance, or non-performance, by the parties of the first part of this agreement in any of its particulars, upon written notice of such rejection or non-acceptance, or both, to the said parties of the first part; and, in case of such rejection or non-acceptance, said party of the second part shall be entitled to recover back the sums of money paid to the parties of the first part for, or on account of, said monument; and, in that event, the parties of the first part shall remove the same from the said cemetery lot of the party of the second part, and restore the said cemetery lot to the same condition in which it was at the time of the commencement of operations thereon for the erection of said monument, at the cost and expense of the parties of the first part; and, in case of the refusal of the parties of the first part so to do, the party of the second part may cause the same to be done at the cost and expense of the parties of the first part.

And as a part of the consideration of this agreement the parties of the first part hereby covenant and agree that, in case the party of the second part shall purchase, or contract to purchase, the marker or index stone now set upon his said cemetery lot, they will and shall cut, dress and hammer the entire surface of said marker or index stone so

that the same shall be fine and smooth and be of the best "twelve-cut" work, and polish or hammer the letters thereon, at the option of the party of the second part.

It is also expressly understood and agreed, by and between the parties hereto, that all the provisions, statements and requirements, contained in, and every part of said specification Exhibit A, and of said drawing Exhibit B, respectively, shall be treated as a part hereof, and the same shall be binding upon the parties hereto, and shall bind them the same as if the same were incorporated in the body of this agreement, for all the purposes of this agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day first above written.

In presence of

THOMAS COLLINS.

ERNEST BOWDISH. (Seal) \*

FRED. A. BOWDISH. (Seal)

JOHN POTTS. (Seal)

GENERAL MUTUAL RELEASE.

(No. 7.)

THIS INDENTURE, made this fourteenth day of December, A.D. 1900, between John Fudge, of Fonda, Montgomery County, and State of New York, of the one part, and Theodore B. Catchem, of Fultonville, in the County and State aforesaid, of the other part, WITNESSETH: That the said John Fudge and Theodore B. Catchem have this day canceled and delivered up to the other certain covenants, bonds, notes, and written contracts upon which he claimed to have demands on the other; the said claims and instruments so canceled and delivered up being supposed and intended to be all the claims and evidence of claims by either of the parties hereto on the other. And, in consideration thereof, each of them, the said John Fudge and Theodore B. Catchem, does hereby, for himself and his legal representatives, release and absolutely and forever discharge the other of and from all claims and demands, actions, causes of action, of every name and nature, so that neither of them shall have any claim on the other, directly or indirectly, on any con-

\* In many States wafer seals are unnecessary, in such States the word "seal," or the letters "L.S." (meaning place of the seal), following the signature, being sufficient. See signatures, form No. 7.



tract, or supposed liability, or thing undertaken, done, or omitted to be done, from the beginning of the world to this day.

IN WITNESS WHEREOF, the said parties have hereto interchangeably set their hands and seals, the day and year first above written.

In presence of                      JOHN FUDGE.                      (L.S.)  
    GEORGE JENKINS.      THEODORE B. CATCHEM. (L.S.)

#### CERTIFICATE OF ACKNOWLEDGMENT—ILLINOIS.

(No. 8.)

State of Illinois }  
 County of Cook } ss.

On this sixth day of June, one thousand eight hundred and ninety-six, before me, William H. Dunlop, a notary public in and for the County of Cook, residing therein, duly commissioned and sworn, personally appeared Henry Harrison, George Morse and James Johnson, personally known to me to be the same persons whose names are subscribed to the within instrument, and they, severally, duly acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the City of Chicago, County of Cook, the day and year in this certificate first above written.

(L.S.)

WILLIAM H. DUNLOP,  
 Notary Public,

In and for the County of Cook, State of Illinois.

#### NOTICE TO TENANT.

(No. 9.)

Take notice, that you are justly indebted unto me in the sum of twenty dollars for rent of the following described premises, to wit: All the second floor of the building owned by me and known and designated as No. 4 South Tomkins Avenue, in the City of Rochester, Monroe County and State of New York, ten dollars of which said sum of rent became, and was, due and payable on November 1, 1900, and ten dollars of which said sum of rent became, and was, due and payable on December 1st, 1900, which said sum of twenty dollars rent you are required to pay to me, on or



before the expiration of three days from the day of the service of this notice, or surrender up the possession of the above-described premises to me; in default of which I shall proceed, under the statute, to recover the possession thereof.

Dated at Rochester, N. Y., this 3d day of December, 1900.

PAUL JONES,  
Landlord.

To TIMOTHY THOMPSON,  
Tenant.

## LEGAL PAPERS IN ACTIONS.

### SUMMONS.

(No. 10.)

NEW YORK SUPREME COURT.

Trial desired in Fulton County.

|   |
|---|
| <p>SAMUEL BAKER,<br/>Plaintiff,*<br/><i>against</i>†<br/>JOSEPH MOONEY <i>et al.</i>,‡<br/>Defendants.§</p> |
|---|

To the above named defendants:

You are hereby summoned to answer the complaint in this action, and to serve a copy of your answer on the plaintiff's attorney within twenty days after the service of this summons, exclusive of the day of service, and in case of your failure to appear, or answer, judgment will be taken against you by default for the relief demanded in the complaint.

Dated, December 2, 1900.

JAMES MORRIS,  
Plaintiff's Attorney.

Office Address and } 49 West Main Street,  
Post-Office Address } Johnstown, N. Y.

\* Abbreviation: "Pl'ff."

† "Against" is often abbreviated to "Ag'st." Sometimes its Latin equivalent *versus* (abbreviation "vs.") is used.

‡ *et alia*—Latin, meaning "and others."

§ Abbreviation: "Def'ts."

## DEMURRER.

(No. 11.)

Fol. 1\* SUPREME COURT. FULTON COUNTY.

|                     |   |
|---------------------|---|
| LEONHARD CHERRY and | } |
| JOHN HENRY MARTIN,  |   |
| <i>against</i>      |   |
| CHARLES BUNCE.      |   |

The defendant, Charles Bunce, demurs to the complaint herein, and for the grounds of his demurrer states, that it appears, upon the face of the complaint, that there is a misjoinder of parties plaintiff, in that the plaintiff, John Henry Martin, is improperly joined with the other plaintiff, because he is shown to have no cause of action jointly with him, but that the sole cause of action set forth in the complaint is shown to be in the

“ 2 other plaintiff, Leonhard Cherry, exclusive of said John Henry Martin.

Dated, January 10, 1901.

RUDOLPH SOUTH,

Defendant's Attorney,

|                     |                        |
|---------------------|------------------------|
| Office Address and  | } 50 West Main Street, |
| Post-Office Address |                        |

## NOTICE OF PENDENCY OF ACTION.

(No. 12.)

Fol. 1 SUPREME COURT. FULTON COUNTY.

|   |   |
|---|---|
| JOSEPH KEPLER,                            | } |
| <i>against</i>                            |   |
| WILLIAM DOBBS, JR., ALBERT MOORE, MICHAEL |   |
| L. FUNK, WILLIAM BATES, JOHN A. STARK and |   |
| JAMES BUSH.                               |   |

To the Clerk of the County of Fulton :

*Sir*.:—Notice is hereby given that an action has been commenced, and is now pending in this court,

\* Fol. Abbreviation for “Folio.” Certain legal documents are required by the rules of practice to be foliod—*i.e.*, commencing with the first word, every hundred words are numbered consecutively in the margin as shown in above form. In practice, it is customary to place the folio opposite each tenth line, ditto marks being used after the first, instead of the word, “folio.”

by the above-named plaintiff against the above-named defendants, the object of which action is to foreclose a mechanic's lien, a notice of which lien was duly filed in the office of the clerk of the  
Fol. 2 County of Fulton on the 2d day of December, 1897. The real property affected by such lien is described as follows, viz.:

All that tract or parcel of land situate in the city of Johnstown, County of Fulton and State of New York, designated as lot No. seventy-one (71) upon a map or plot of land commonly known and called "Kensington Place," as laid out upon a map or plot made by C. Fiske, C. E., and filed in the office of the clerk of the County of Fulton on the 2d day of December, 1895, and being the same premises conveyed by William T. Brown and others to said defendants William Dobbs, Jr., and John A.  
" 3 Stark, by deed dated May 19, 1896, which deed was recorded in said clerk's office, May 23, 1896, in book of deeds No. 98 at page 65, and also the same premises described in a contract for the conveyance thereof made by said defendants Albert Moore and Michael L. Funk to said defendant William Bates, dated Oct. 19, 1897, and filed and recorded in said clerk's office, October 20, 1897, in book of deeds No. 101 at page 42.

Dated, December 27, 1897.

WILLIAM BALCOM,

Plaintiff's Attorney,

Office Address and } Johnstown,  
Post-Office Address\* } Fulton Co., N. Y.

To the Clerk of the County of Fulton :—You are hereby directed to index the foregoing notice to, and in the names of, the defendants William Dobbs, Jr., Albert Moore, Michael L. Funk, William Bates and John A. Stark in the above-entitled action.

WILLIAM BALCOM,

Plaintiff's Attorney,

Office Address and } Johnstown,  
Post-Office Address } Fulton Co., N. Y.

\* The rules of practice require the attorney to state his office and post-office address.

## COMPLAINT. \*

(No. 13.)

Fol. 1 SUPREME COURT. FULTON COUNTY.

|                     |   |
|---------------------|---|
| LEONHARD CHERRY and | } |
| JOHN HENRY MARTIN,  |   |
| against             |   |
| CHARLES BUNCE.      |   |

The above-named plaintiffs, for a complaint and cause of action herein against the above-named defendant, respectfully shows to the court and alleges :

- That heretofore, and on the 21st day of September, 1900, at the city of Gloversville, Fulton County, N. Y., the plaintiff Cherry, at the request of the defendant, sold and delivered to him certain goods, wares and merchandise, consisting of gloves and mittens, of the kinds, styles, qualities and quantities, and at the agreed prices next herein-
- “ 2 after specifically set forth, viz.: twelve dozens of gentlemen's outseam one-button gloves at the agreed price of nine dollars per dozen, and seven dozens of ladies' overseam seven-hooked gloves at the agreed price of eight dollars and fifty cents per dozen, amounting in the aggregate to the sum of one hundred and sixty-seven dollars and fifty cents. That by the terms of the sale of said goods, wares and merchandise, the purchase price thereof, viz.: the said sum of \$167.50 became, and was, due and payable on the 22d day of November, 1900, no part
- “ 3 of which has been paid, and there is now justly due and owing the plaintiffs by the defendant the said sum of \$167.50, with interest thereon from the 22d day of November, 1900.

WHEREFORE the plaintiffs demand judgment against the defendant for the sum of one hundred

\* “Complaint.” In some States, and in the United States courts, this paper is known as Bill or Declaration. It contains a statement of facts which constitute the cause, or causes, upon which a person founds his right to maintain a lawsuit.

and sixty-seven dollars and fifty cents, with interest thereon from November 22, 1900, besides the costs and disbursements of this action.

HENRY W. BALCOM,  
Plaintiff's Attorney.

Office Address and } No. 49 West Main Street,  
Post-Office Address } Johnstown,  
Fulton Co., N. Y.

State of New York \* }  
County of Fulton } ss.

Fol. 4 Leonhard Cherry, being duly sworn, says : That he is one of the plaintiffs in the above-entitled action ; that he has read the foregoing complaint and knows the contents thereof, and that the same is true to his own knowledge, except as to the matters therein stated to be alleged on information and belief, and that, as to those matters, he believes it to be true.

Subscribed and sworn to before me }  
this 29th day of December, 1900. } LEONHARD CHERRY.

MAJENDIE JOHNSTON,  
Notary Public, Fulton Co., N. Y.

ANSWER.†

(No. 14.)

Fol. 1 SUPREME COURT. FULTON COUNTY.

LEONHARD CHERRY and  
JOHN HENRY MARTIN, }  
against  
CHARLES BUNCE. }

The above-named defendant, for an answer to the complaint herein of the above-named plaintiff.

First : Denies each and every allegation in said complaint contained.

\* This is known as an affidavit of verification. It does not necessarily form part of the complaint, as the latter may be used, in certain cases, without being sworn to.

† "Answer." This is the instrument by which a person who is sued sets forth facts which are claimed to constitute a legal defense why the person suing him should not obtain the relief sought. The language of this instrument, as well as the complaint (see preceding form), necessarily varies according to the circumstances out of which the litigation springs.

Second : For a further and separate answer to the complaint herein, the defendant alleges that, heretofore, and on or about the 10th day of December, 1900, the plaintiff and this defendant fully accounted to and with each other as to the cause of action set forth in the complaint herein, and also as to all moneys, accounts and matters of difference then, and previous thereto, existing between them ; and, on the day last mentioned, stated the account then  
 Fol. 2 between them, and that, upon said last mentioned date, there was found due and owing, upon account of all said moneys, accounts and matters, from this defendant to said plaintiff, the sum of fifty dollars, which said sum of fifty dollars, this defendant, on said last mentioned date, paid to said plaintiff, who received the same in full satisfaction and discharge of all claims and demands then existing in favor of said plaintiff against this defendant.

WHEREFORE, the defendant demands judgment against the said plaintiff that the complaint herein be dismissed, with the costs and disbursements of  
 “ 3 this action.

RUDOLPH SOUTH,  
 Defendant's Attorney,  
 Office Address and } 50 West Main Street,  
 Post-Office Address } Johnstown, N. Y.

State of New York }  
 County of Fulton } ss.

Charles Bunce, being duly sworn, says : That he is the defendant in the above-entitled action ; that he has read the foregoing answer and knows the contents thereof, and that the same is true to his own knowledge, except as to the matters therein stated to be alleged on his information and belief, and that, as to those matters, he believes it to be true.

Subscribed and sworn to before me }  
 this 2d day of February, 1901. } CHARLES BUNCE.

JEROME BILLINGTON,  
 Notary Public, Fulton Co., N. Y.

## CHAPTER XXXVII.

## INTERSECTED WORDS.

262. The practice of intersection, or the writing of one stroke consonant through another, is of great utility in providing the writer with brief, distinctive, and easily written forms for the titles of public companies, officials, the names of political parties, frequently occurring colloquial phrases, etc., all of which are usually uttered with more than ordinary rapidity by dictators or public speakers. A knowledge of the principle of intersection, as set forth in the following phrases, will enable the student to devise similar contractions for any very long or otherwise awkward phrase which is common to the profession or business in which he may be engaged. When the direction of the strokes will not allow of intersection, the second letter may be written close to or under the first.

*P* is employed to represent *party* in such phrases as :







|  |                   |  |                   |
|--|-------------------|--|-------------------|
|  | Republican party  |  | Liberal party     |
|  | Democratic party  |  | People's party    |
|  | Free Soil party   |  | Populist party    |
|  | Independent party |  | Prohibition party |
|  | Labor party       |  | political party   |

*D* is employed to represent *department* in phrases like :









|  |                         |  |                        |
|--|-------------------------|--|------------------------|
|  | Agricultural department |  | Passenger department   |
|  | Fire department         |  | Police department      |
|  | Inquiry department      |  | Post-Office department |
|  | Legal department        |  | Purchasing department  |
|  | Life department         |  | State department       |
|  | Medical department      |  | Treasury department    |
|  | Navy department         |  | War department         |















*R* may be used to represent *railroad* or *railway*; thus:

|  |                        |   |                        |
|--|------------------------|---|------------------------|
|  | Grand Trunk R. R.      |  | Northern Pacific R. R. |
|  | Illinois Central R. R. |  | Pennsylvania R. R.     |
|  | New York Central R. R. |  | Southern Pacific R. R. |







*S* is used to represent *society*; as:

|  |                      |   |                      |
|--|----------------------|---|----------------------|
|  | Agricultural society |  | Missionary society   |
|  | Bible society        |  | Phonographic society |
|  | Humane society       |  | Temperance society   |
|  | Medical society      |  | Tract society        |







*K* is employed to represent *company* in titles like:

|   |                        |  |                        |
|---|------------------------|--|------------------------|
|   | American Bank Note Co. |   | New York Life Ins. Co. |
|   | American Express Co.   |   | Standard Oil Co.       |
|   | American News Co.      |   | Steamship Co.          |
|   | Adams Express Co.      |   | Transportation Co.     |
|   | James Smith & Co.      |   | United States Ex. Co.  |
|  | National Express Co.   |  | Union Trust Co.        |













































*T* is employed to represent *committee*; as:

|  |                         |   |                     |
|--|-------------------------|---|---------------------|
|  | Claims committee        |  | Finance committee   |
|  | Entertainment committee |  | House committee     |
|  | Executive committee     |  | Judiciary committee |

*Association* may be represented in phrases by the circle *s* and *-tion* hook; thus:

|  |                         |   |                        |
|--|-------------------------|---|------------------------|
|  | Bar association         |  | Mutual aid association |
|  | Building association    |  | Savings association    |
|  | Improvement association |  | Temperance association |

MISCELLANEOUS INTERSECTED PHRASES AND CONTRACTIONS.

|  |                                     |   |                          |
|--|-------------------------------------|---|--------------------------|
|    | Act of Assembly                     |    | High-water mark          |
|    | Act of Congress                     |    | House of Representatives |
|    | Assembly chamber                    |    | Local traffic            |
|    | Atlantic coast line                 |    | Major Jones              |
|    | at owner's risk                     |    | matter of form           |
|    | at sender's risk                    |    | Member of Congress       |
|    | Bill of lading                      |    | Member of Legislature    |
|    | board of directors                  |    | Mutual Life Ins. Co.     |
|    | capital punishment                  |    | Official stenographer    |
|    | Capt. Caxton                        |    | Palace car               |
|    | Chamber of Commerce                 |    | Phonetic Journal         |
|    | City bank                           |    | Postmaster-General       |
|    | City and county of New York         |    | President of the U. S.   |
|    | City, County, and State of New York |    | Professor Morgan         |
|   | Col. Dixon                          |   | Quinquennial valuation   |
|  | Constitution of the U. S.           |  | Secretary of State       |
|  | Custom House                        |  | Secretary of War         |
|  | Equitable Life Assurance Society    |  | Senate chamber           |
|  | Farmer's Loan and Trust Co.         |  | Stock Exchange           |
|  | General Manager                     |  | United States            |
|  | General Scofield                    |  | Vice-President           |
|  | German-American Insurance Co.       |  | Ways and Means           |

## CHAPTER XXXVIII.





## LIST OF SIMILAR WORDS,

## DISTINGUISHED BY A DIFFERENCE OF OUTLINE.





*When two or three words appear under one outline, they are distinguished by position, marked by figures. Vowels, and the prefix com or con, marked in Italic, should be inserted, even in Reporting.*



- ptbl*    ↘ 1 compatible; 2 potable; 3 computable;  
           ↙ pitiable
- ptk*    ↘ optic;    ↘ poetic
- ptns*    ∞ 1 aptness;    ↘ pettiness
- ptrf*    ↘ petrify;    ↘ putrefy
- ptrfkskn*    ∞ petrification;    ↘ putrefaction
- ptrn*    ↘ patron;    ↘ pattern
- pkr*    ↘ 1 packer; 2 pecker;    ↘ epicure
- pstr*    ↘ 1 compositor; 2 pastry;    ↘ pasture, posture
- pshnt*    ↘ passionate;    ↘ patient
- pnr*    ∞ 2 opener;    ∞ pioneer;    ∞ penury
- pljr*    ↘ pledger;    ∞ plagiarist;    ↘ pillager
- plsd*    ↘ 1 placid;    ∞ 1 palsied; 2 palisade; 3 pellucid
- plsmn*    ∞ placeman;    ∞ policeman
- prps*    ∞ 1 porpoise; 2 purpose;    ↘ perhaps, propose
- prprt*    ↘ appropriate;    ↘ property;    ↘ propriety;  
           ↘ purport
- prprshn*    ∞ appropriation;    ↘ preparation
- prtk*    ↘ partake;    ↘ 1 operatic; 2 portico
- prtv*    ↘ comparative;    ↘ operative
- prtnd*    ↘ pretend;    ↘ portend
- prtr*    ↘ aperture;    ↘ portray;    ↘ operator;  
           ↘ porter;    ↘ parterre




- prch* > 2 approach; 3 preach;  $\swarrow$  1 parch; 2 perch, porch
- prfr*  $\searrow$  proffer;  $\swarrow$  prefer;  $\swarrow$  porphyry, periphery
- prvd*  $\searrow$  provide;  $\searrow$  pervade
- prst*  $\searrow$  poorest;  $\swarrow$  3 purest;  $\swarrow$  pursuit
- prskt*  $\searrow$  prosecute;  $\swarrow$  persecute
- prskshn*  $\searrow$  prosecution;  $\swarrow$  persecution
- prsr*  $\searrow$  oppressor;  $\searrow$  piercer;  $\swarrow$  peruser;  $\swarrow$  pursuer
- prsn*  $\searrow$  2 person; 3 prison;  $\swarrow$  1 parson; 2 comparison; 3 Parisian
- prnt*  $\searrow$  present, personate;  $\swarrow$  pursuant
- prsl*  $\searrow$  parcel, parsley;  $\swarrow$  parasol, perusal
- prsh*  $\searrow$  Prussia;  $\swarrow$  perish, Persia
- prshn*  $\searrow$  oppression, Prussian;  $\swarrow$  portion, apportion, Persian
- prmnt*  $\sim$  1 prominent; 3 (rather than 2, to prevent clashing with the previous word) permanent;  $\sim$  pre-eminent
- prns*  $\searrow$  3 poorness;  $\swarrow$  3 pureness
- prns*  $\searrow$  princes;  $\searrow$  princess
- prls*  $\swarrow$  1 paralyze; 2 perilous
- btf*  $\searrow$  beautify;  $\searrow$  beatify
- blsm*  $\searrow$  blossom;  $\swarrow$  balsam
- brb*  $\searrow$  bribe;  $\swarrow$  barb
- brbr*  $\searrow$  briber;  $\swarrow$  bribery;  $\swarrow$  Barbary
- brk*  $\searrow$  2 break, broke; 3 brick, brook;  $\swarrow$  bark, [barrack
- brkr*  $\searrow$  breaker, broker;  $\swarrow$  barker
- brth*  $\searrow$  1 broth; 2 breath;  $\swarrow$  birth



*brl*  barley;  barrel, burial;  barely;  
 barilla


*tnr*  1 tanner; 2 tenor; 3 tuner;  tenure



*trtr*  2 traitor; 3 treater;  Tartar;  torture;  
 territory, Tartary



*trst*  1 contrast; 2 traced, trust;  3 truest




*trshn*  attrition; contrition;  contortion, tertian;  
 iteration

*dtr*  1 daughter, auditor; 2 debtor; 3 doubter;  editor.





 1 auditory dietary; 2 deter; 3 detour




*dtrmnt*  detriment-al;  determined




*dfns*  advance, defence, deafness;  defiance,  
 diaphanous





*dfr*  2 defray; 3 differ;  2 defer; 3 devour;  defier





*dvsrs*  divers, adverse;  diverse, divorce



*dstn*  destine;  destiny;  destination;  distinction




*dss*  disease, disuse (v.);  disuse (n.);  1 diocese;

*dsst*  diseased;  deceased;  desist [3 decease



*dltr*  adultery;  idolatry;  idolater;  
 adulator, diluter



*jnt*  giant;  agent; *jnts*  giants;  giantess



*jntl*  genteel, gentle, gently;  Gentile



*ktrs*  actors, actress;  cateress;  cauterize

*kvlr*  1 caviller;  cavalier

*kskrt*  execrate;  excoriate

*kskrshn*  excursion, execration;  excoriation

*klps*  eclipse;  collapse

*kltr*  clatter;  culture

- clk* — 1 clock; 2 cloak, click; — colic, calico  
*clm* — 1 climb; 2 claim, acclaim; — column, culm  
*clmt* — 1 climate; — calumet; — calamity  
*clmnt* — culminate; — calumniate  
*krprl* — corporal; — corporeal  
*krt* — 1 accord, cart; 2 court; — 1 carat, accurate;  
           2 curate; — charta; — cruet  
*krtr* — 1 carter; 2 Creator, crater; — curator;  
           — creature, courtier; — criteria  
*krdns* — credence; — 1 accordance  
*krj* — courage; — carriage  
*grdn* — 1 garden; — 1 guardian, Gordian; 2 guerdon  
*grnt* — 1 granite; — garnet  
*fktr* — factor; — factory  
*fvrđ* — favoured; — favourite  
*fnrl* — funereal; — funeral  
*frtn* — fortune; — frighten; — fourteen  
*frm* — 1 farm, form, conform; 2 firm, confirm, affirm;  
           — forum  
*frns* — ferns, conference; — fairness  
*frwrd* — forward; — froward  
*vlshn* — 1 violation; 2 volition, evolution; — convulsion  
*vlns* — 1 violence; — vileness [2 verity  
*prt* — convert; — avert; — virtue; — 1 variety;  
*sprt* — spirit; — support, suppurate; — separate  
*std* — 2 stead, staid; 3 steed, stood; — steady, study;  
           — 1 sighted; 2 seated, suited  
*stshn* — 1 citation; 2 station; — situation

- str* ) oyster, Easter; ˘ austere, astir; } astray,  
 Austria; ˘ estuary  
*sdr̄t* ʃ considerate; ʒ considered  
*ss̄t* ʃ assist; ʒ consist; } essayist; } society, siesta  
*snt* ˘ 1 sent (to distinguish it from the present tense  
 ˘ send, written on the line)  
*sn̄tr* ˘ sentry; ˘ century  
*sl̄tr* 6˘ solitary, conciliatory; 6˘ sultry;  
 ˘ psaltery, salutary  
*mpsh̄nt(d)* ˘ impassioned; ˘ impatient  
*mn* ˘ 1 many, my own; 2 money  
*mn̄str* ˘ 1 monster; 2 minster, minister; ˘ min-  
 istry; ˘ monastery  
*mr̄dr* ˘ murder; ˘ marauder  
*mr̄drs* ˘ murders; } murderous, murderess  
*nd̄f̄nt* ˘ indefinite; ˘ undefined  
*n̄jns* ˘ ingenious; ˘ ingenuous  
*nvd̄(t)bl* ˘ unavoidable; ˘ inevitable  
*lbr̄t* ˘ laboured; ˘ elaborate  
*lkl* ˘ local; ˘ 1 likely; 2 luckily  
*lr̄nd* ˘ learned (*verb*); ˘ learned (*adj.*)  
*rts̄ns* ˘ 1 righteousness, riotousness; 2 reticence  
*rḡrt* ˘ regard; ˘ regret  
*rsm* ˘ 3 resume; ˘ 3 reassume  
*rs̄rs* ˘ racers, resource; ˘ racehorse  
*rn̄st* ˘ 3 rinsed; ˘ earnest  
*hm̄n* ˘ 1 Hymen, human; 2 humane  
*hl̄nd* ˘ Holland; ˘ Highland; ˘ Holy Land  
*hr̄n* ˘ 1 horn; 3 hereon; ˘ 1 horny; 3 herein;  
 ˘ heron; ˘ heroine



## Exercise 96.

[Introducing words in the preceding list from *compatible* to *parterre* (p. 230).]

It is not *compatible* with reason that men should make themselves *pitiab*le by indulgence in *potable* poisons, for the sake of passing pleasure, yet the number who thus err is | not *computable*. The results of such a habit are deplorable. The *optic* nerve is weakened, and the once *pellucid* eye is dimmed ; all *poetic* sensibility is deadened ; the face, formerly | *placid*, is wrinkled and worn ; the hand, which used to be strong enough to tear down a *palisade*, is now *palsied* and nerveless ; there is an *aptness* to exhibit *pettiness* | of temper, with *passionate* outbursts of anger, where *patient* forbearance had previously been the rule. The whole *pattern* of life is changed when a man becomes a *patron* of the | places where the poison is retailed. All appetite for ordinary food is lost, and the victim (*perhaps* a *packer* in a store, or a *compositor* on the daily press) becomes | a mere *pecker*, a kind of *epicure*, whose palate must be tickled with *pastry*, whose very *posture* at table must be studied, and for whom no *pasture* could produce meat | of sufficient tenderness. He may, *perhaps*, become a *pledger*, a *plagiary*, or even the *pillager* of a *porpoise* skin from some *placeman* or *police-man*, for the *purpose* of obtaining means | to purchase the poison he desires. True, he may *propose* to return the *property* upon an *appropriate* occasion, when he comes back to the paths of *propriety*, but his *preparation* | for the *appropriation* of another's *property* would belie the *purport* of his words, and none would believe him. It is of *comparative* insignificance whether a man be an *operative* in | a factory, a *porter* on the railway, an *operator* in a telegraph office, the designer of a *parterre* in the park, or of a beautiful *portico* in the city—he | cannot *partake* of the poisons referred to without danger. He may be the principal in an *operatic* company, or an artist able to *portray* nature with the utmost fidelity—indulgence | is equally dangerous for him. It is useless to *pretend* that the beginning of the habit does not *portend* the end. It is, as it were, an *aperture* that soon | expands, and it is frequently the *opener*, or *pioneer* of the road that leads to *penury*. Worst of all, it may *petrify* the heart, and there will be *petrification* where | there should be benefaction. Universal excess would undoubtedly destroy or *putrefy* society, and general *putrefaction* would end in total annihilation. (410)

## Exercise 97.

[Introducing words in the preceding list from *approach* to *birth* (p. 231).]

Any story may *preach* a lesson if we *approach* its *perusal* properly, but we only *parch* up our minds if we *perch* ourselves upon a high horse at what may | be called the *porch* or entrance to the story, and *prefer* to gallop through it without pausing to accept the lessons which the author may *proffer*. Thus we miss the | beauty of the *porphyry* while we measure the *periphery* of the figure drawn upon it. In the *pursuit* of recreation or knowledge we should *provide* ourselves with a plan and | should decline to allow the interest which may *pervade* even the *poorest* story to draw us from the *prosecution* of our plan, which we should *prosecute* with the ambition—the | *purest* of all ambitions | of making ourselves better men and women. Whether it be a story of *oppression* and *persecution* by a *Prussian* or a *Persian*, or an attempt by | some *person* to *personate* or *persecute* a *Parisian* *parson* and cast him into *prison*; whether the narrative be remarkable for excellence or *poorness*; whether a *portion* of the scene be | laid in *Prussia* or in *Persia*—it matters not; we should have the object of our reading ever *present*, and, as *pursuant* with this object, we should *apportion* some time | to a *comparison* of the characters and the *pureness* of their motives of action. Otherwise, our reading is *perilous* and we may *paralyze* our good taste, if, indeed, it does | not *perish* entirely. With the object of self-improvement ever *prominent* in his mind, the *peruser* of books becomes a *pursuer* of knowledge, and the history of the *oppressor* and | *piercer* of human hearts may thus be read with *permanent* and *preëminent* advantage. We *beatify* the hero who would *brook* no opposition; who would even *beautify* virtue; who refused the | *bribe* of the *briber* and despised his *bribery*; and we condemn the villain from *Barbary*, whose heart was like a *brick* or a stone; who broke faith with the *princess* | and sold the *princes* to their enemies; who would *break* his word as lightly as he would blow upon a cup of *parsley* broth; who regarded a promise as mere | *breath*, which died in the moment of its *birth*. Whether he be a *broker* or a *parcel* carrier; whether he live in a *barrack* or a palace, the reader may | gather a *blossom* from every story, and obtain a *balsam* for the wounds caused, it may be, by the *barb* of jealousy. But he must strip off the outer *bark* | if he would find the kernel; he must open the *parasol* if he would learn its construction. Not every *barker* is a good watcher, nor every talker a wise man. | (450)

## Exercise 98.

[Introducing words in the preceding list from *barley* to *culture* (p. 232).]

Poor Brown, the *tenor* vocalist and piano *tuner*, who had the *tenure* of the shop in Long Avenue, died to-day. Last Wednesday week he was passing with his uncle, the | *tanner*, between a sack of *barley* and a *barrel* of *barilla* outside a store, and cut his hand on a screw in the *barrel*. The wound was *barely* visible at | first, and he thought it would be no *detriment* to him, so he resisted every *advance* made by his friends that he should see Dr. Jackson, urging the doctor's *deafness* | as a *defence*. The pain, however, broke down his *defiance*, and he *determined* to wait no longer. Meanwhile, a kind of *diaphanous* skin had formed, the flesh was *diseased* and | the doctor had to *excoriate* the wound. The pain of the *excoriation* caused Brown to make fearful *contortions*. It appears the friction or *attrition* of his glove had inflamed the | wound and caused blood poisoning. He now expressed his *contrition*, with much *iteration*, for his neglect. The doctor did his best to arrest the *disease*, and Brown tried to use | the hand, but the pain forced him to *desist*, and he was obliged to *disuse* the limb, which, from *disuse*, became quite powerless. A sort of *tertian* fever set in, | and the poor fellow died to-day. The news of his *decease* has been sent all over the *diocese*. Alas! who knows what fate may *destine* for one? Who can foretell | his own *destiny*? But, at least, we know our *destination*, and should strive to reach it. The *burial* takes place on Wednesday, and will be attended by myself and my | *daughter*; the city *auditor*, who was a *debtor* of Brown's, and, by the bye, a *doubter* of his musical ability; the *editor* of the local newspaper, a man whose *auditory* | senses are not keen, and who is obliged to follow a *dietary* to *deter* the increase of the trouble; the leading *actress* and all the *actors* from the local theatre; | Mrs. Gray, the *cateress*, who wanted Brown to *cauterize* the wound which caused his death; and others of the most *diverse* opinions, holding *divers* views on all questions except the | merits of Brown, and having in some instances expressed *adverse* judgments upon each other's work. But Brown was such a *gentle*, good fellow, with so *genteel* an air, and he | dealt so *gently* with the failings of others, that he was a favorite with all, Hebrew or *Gentile*, *Tartar* from *Tartary*, or Indian from the native *territory*. He was no | *adulator* or *diluter* of truth, but he distinguished between the *idolater* and his *idolatry*, and could be kind to the one while he would *execrate* the other.

His *execration* of | what he thought *idolatry* would not prevent him accompanying the *idolater* on an *excursion*. The idle *clatter* of bigots could not disturb a man of his *culture*, and I have | seen him chatting as heartily with the *giantess* and *giants* in a show as he would with the *agent* of a powerful company. Poor fellow! he was no *caviller*. He | was not a *traitor* or a common *treater*, and he would have suffered *torture* rather than betray a *trust*. A *contrast* has been *traced* by a *giant* between his *distinction* | and nobility, and the *adultery* of the *cavalier* which led to a *divorce*. The sad accident caused an *eclipse* of his powers, followed too soon by an utter *collapse*. The | *truest* estimate of the character of the *deceased* may be formed from the fact that however men might *differ* from one another and be ready almost to *devour* one another | in argument, they would always *defer* to him, for he was a *defier* of bad temper. It is proposed to *defray* the funeral expenses by public subscription. The procession will | have to make a *detour* to avoid the busiest streets. (640)

### Exercise 99.

[Introducing words in the preceding list from *clock* to *situation* (p. 233).]

At four *o'clock* the officer took his *cloak*, and the *click* of his *revolver* showed that he expected opposition if not a *calamity* on the *climb* up the hill before | his *column* could *claim* victory, or *acclaim* their triumph over the *calico* dressed warriors on the crest of the eminence. *Accurate* preparations had been made at a *conference* the night | before, so that the attack might *accord* with that made at other points, and it was only after all was arranged that he threw himself among the *ferns* in the | *ammunition cart* that served as a tent and thought he might in *fairness* *court* a little sleep. In *accordance* with his orders he was aroused at four by the *corporal*, | who was *guardian* over the *garden* where the *cart* stood, and he prepared for his attempt to cut the *Gordian* knot which faced him, and for which he hoped to | receive promotion as a *guerdon*. The *climate* had told on the troops. Food was scarce, and the men often chewed the *culm* from the grass to save them from *colic*. | They hoped the coming fight would *culminate* in victory, and that they might smoke the *calumet* of peace again. They did not *calumniate* their foes, whose *courage* was undoubted and | whose *carriage* was noble. Nor did they give *credence* to the charges of *vileness* and *violence* made against the enemy. As *Corporal* Blake said, they did not mind *corporeal* foes, | and why should they fear immaterial things? It was useless to wear *funereal*

faces even at their own *funeral*; they knew the *fortune* of war, and why *frighten* themselves with | mere rumors? He had gone through *fourteen* engagements unharmed, and he *affirmed* his *firm* conviction that this would *form* no exception. His dream the night before seemed to *confirm* his | belief that he would yet retire to a *farm* and *conform* to the civil law as he had to the military. He might even be heard in the national *forum*, | and who knew but what he might become a *factor* and own a *factory*? In no way *forward* or *froward*, Blake was *favor*ed by the officers and a *favorite* of | the men. He was *steady*, fond of *study*, and had a *spirit* that would *support* him in any *station* or *situation*. He read an order as if it were a | *citation*. When Private Wood's wound began to *suppurate*, and they had to *separate* him from the rest, it was *staid* Blake who *stood* by him and acted in the *stead* | of a nurse. A man of *verity*, he showed his *virtue* in a *variety* of ways, and if he could not *convert* a bad tempered man he could always *avert* | his wrath. Keen *sighted* and a fine rider, he was best *suit*ed when *seated* on his *steed*, where he sat firm as a *granite* rock. He wore an eighteen *carat* | gold ring, set with a *garnet*, which, with a silver *cruet*, had been given him by his cousin, a *curate*. Blake's opinions were the *criteria* to which the men appealed. | They recognized in him a *creature* above themselves. They had heard him talk of *evolution*, personal *volition*, the attributes of the *Creator*, and the effects of a *violation* of His | laws; of the *convulsion* of the *crater* of Vesuvius, and *Magna Charta*. He seemed to know the duties of a *curator*, a *courtier*, and even those of a *carter*. Such | was *Corporal* Blake, the first to *climb* the hill, and, alas! the first to fall. The victory was won, but his *spirit* had fled ere the *column* paused for rest. | (600)

### Exercise 100.

[Introducing words in the preceding list from *oyster* to *heroine* (p. 234).]

Dear Walter, | I *sent* you this morning a copy of our *local* paper containing an *elaborate* but not *labored* article on "*Society in the Twelfth Century*." Please *send* it to | Mr. Brown when you have read it. The *essayist*, who is both *ingenious* and *ingenuous*, was *luckily* engaged by the proprietors as *likely* to increase the circulation of the paper, | and I *learned* yesterday that since his series of *learned* articles commenced the circulation has trebled. It is *inevitable* that some readers should express dissatisfaction with the articles. That is | *unavoidable*. There are some who would prefer an article on a favorite *racehorse*, or on the great *racers* of the past; or a life of some



*marauder* who was hanged | for *murder*, with a detailed list of the *murders* he committed during his *murderous* career ; and if the article dealt with a *murderess* such readers would enjoy it all the | more. But those who *regard* the newspaper as a *resource* which will help them to sound knowledge would *regret* the discontinuance of articles such as the one I have *sent* | you. The author appears to be an *austere*, *impatient* man, and certainly his style is occasionally quite *impassioned* ; but his manner is very *conciliatory*. He is *astir* every morning at | six, and, cold or *sultry*, he takes a *solitary* walk, like a *sentry*, down by the *estuary*, which has, he says, a *salutary* effect upon him and makes him enjoy | his *siesta* at noon. He has travelled a good deal in the *Holy Land*, and would not go *astray* in any country in the world. He boasts the possession of | an ancient *psaltery*, given him by some friends in *Austria*, whom he visits every *Easter*. His duties on the paper are somewhat *indefinite* and *undefined*, but they *consist* mainly of | contributing essays on history and literature, though he is expected to *assist* the editor when required. He is a very *considerate* man, and his style is *considered* excellent. He is | very *humane*, with strong *human* feelings, and endeavors to advance in *righteousness* every day. He is remarkable for his *reticence* and his abhorrence of *riotousness* of every kind. It is | *my own* opinion, and the opinion of *many* others, that he will make both *money* and fame in the profession he has chosen. I hear he is to take up | the yoke of *Hymen* next week. The lady is a Miss *Holland*, daughter of a *horny* handed son of toil, and he met her during a *Highland* tour last summer. | She was, by the way, the *heroine* of quite a romantic adventure in a search for *herons'* eggs. But *herein* lies a story which I will *resume* when I see | you. Suffice it to say that *hereon* rests the beginning of the affection which is to be finally cemented next week. I think the finest thing in the article I | have *sent* you is the description of the departure of the pilgrims for the *Holy Land*. They all wear the pilgrim's badge—a shell, not unlike the shell of an | *oyster*—and there are representatives of every class. There is the old *minister* from some famed *minster*, anxious to crown his *ministry* by a visit to the holy places ; and | there too, it may be, is one who has been a veritable *monster*, but is now *earnest* in his repentance and eager to *reassume* his position in the world, with | his conscience freed, cleansed, or *rinsed*, as it were, from the stains of his past life. A *horn* is sounded, and the pilgrims' ship passes slowly away past the *monastery*. | I commend the whole article to your *earnest* study, my dear Walter, and I shall be glad to *resume* the subject when I see you. Yours very truly, PHILIP SHAW. | (630)

## CHAPTER XXXIX.

## SHORTHAND IN PRACTICE.

263. The student who has worked through the preceding instruction and exercises with diligence and care, and has at the same time practised note-taking from dictation, will now have attained to a correct style, together with a certain proficiency in speed, which he should have no difficulty in increasing by further practice.

264. As the art of shorthand is generally acquired for use in some special occupation, various books have been prepared by the publishers of the present work with a view to furnishing assistance to the phonographer when entering on a particular course of practical employment. Shorthand is largely used in the commercial, the railroad, or the lawyer's office, and is a *sine quâ non* in the office of the professional shorthand writer. For appointments as secretaries to politicians, military men, scientists, authors, and others, shorthand ability is usually expected, and many similar fields of labor, in which the art is in daily employment, might be mentioned. Skill in the kindred art of typewriting is also very generally required in connection with the occupations mentioned above ; this is, indeed, now so generally recognized, that it is unnecessary to do more than allude to it here.

265. The following descriptive notes on the special features of the books, etc., referred to above will, we think, prove useful :

READING PRACTICE. In addition to *Pitman's Journal* and *Pitman's Shorthand Weekly*, which contain a large variety of reading matter in the different styles of phonography, there are a variety of works issued in engraved shorthand, particulars of which will be found in the catalogue at the end of this volume.



**WRITING PRACTICE.** For dictation practice, **BUSINESS CORRESPONDENCE IN SHORTHAND**, No. 2, price 25c.; **REPORTING EXERCISES**, price 20c., an additional set of exercises on the list in this book; **GRADUATED DICTATION BOOKS**, with counted matter, price 10c. each; **PITMAN'S TWENTIETH CENTURY BUSINESS DICTATION AND LEGAL FORMS** (in ordinary type), price, stiff boards and cloth back, 75c.; cloth, \$1.00. **PITMAN'S PROGRESSIVE DICTATOR**, price, cloth gilt, 85c., with other works described in the catalogue, are recommended.

**PHONOGRAPHIC PHRASE BOOK**, price 40c.; cloth, 50c. The principles of phraseography are fully treated, and about two thousand examples of general phrases are given, with guidance for making an unlimited number.

**LEGAL PHRASE BOOK**, price 20c. Contains a large collection of legal phrases, in addition to those given in this work; **RAILWAY PHRASE BOOK**, price 20c. A valuable collection of phrases used in railroad correspondence.

**INSTRUCTION IN LEGAL WORK.** (In ordinary type.) By Henry W. Thorne. For court stenographers and law students, price 25c.

**PHONOGRAPHIC OUTLINES OF MEDICAL TERMS**, price 75c. Comprises a large collection of shorthand forms for medical terms, and is of especial value to all engaged in medical or similar work.

**TECHNICAL REPORTING**, price 50c.; cloth, 60c. Includes instruction on technical reporting, with forms for mechanical, medical, and other terms; a system of contractions in connection with figure reporting; Latin quotations, and French phrases.

**REPORTER'S ASSISTANT**, price 50c.; cloth, 60c. Contains all unvocalized outlines which represent more than one word, together with guidance for discovering the correct word represented by any given outline in shorthand notes; and shows the different outlines employed for similar words.

**ISAAC PITMAN'S SHORTHAND DICTIONARY** (Ninth Edition, revised and enlarged), cloth, gilt, \$1.50; full roan, \$1.75. Contains the approved shorthand forms for 60,000 words and 6,000 proper names, with type key.

**SHORTHAND TEACHER'S HAND-BOOK**, price, cloth, 60c. 20th Century Edition. Revised to date. Contains valuable hints

and practical guidance on every point connected with the art of teaching, and should be the companion of every teacher. The *Western Penman* (Cedar Rapids, Iowa) says: "Contains exceptionally good matter. The hints and methods, while in accordance with well known pedagogical principles, are so clearly stated in a matter of fact way, that they appear rather as talks from some practical teacher."

**A PRACTICAL COURSE IN TOUCH TYPEWRITING.** Seventh edition, revised and enlarged, 50c., cloth, 75c. The design of this work is to teach touch typewriting in such a way that the student will have an absolute command of every key on the keyboard, and be able to strike any key more readily without looking than would be the case with the aid of sight. A chart containing Keyboard and Diagrams, in *five colors*, accompanies each copy. Contains specimens of actual Business Letters, Legal Forms, Specifications, etc. Published for single or double Keyboard machines.

**SHORTHAND NOTE-BOOKS.** It is essential, whether writing for practice or in actual work, that note-books containing paper of a superior quality be used. The "Fono" series of note-books, ranging in price from 5c. upwards, and in size from a page 4 in.  $\times$  6½ in. to 5½ in.  $\times$  8½ in., contain only best quality of paper, and will be found the most suitable for all kinds of shorthand work; for complete list, see catalogue.

266. In most offices where the shorthand writer is engaged, he will probably find some reference books. But he will soon discover that it is needful to have on his own bookshelf, or in his desk, certain books of reference for his individual use. The most indispensable work is undoubtedly a good English Dictionary, and the **STANDARD DICTIONARY** can be highly recommended. Next in importance, if his work is of a literary character, will be a guide to all proper names in biography, geography, mythology, etc., and "**The Century Cyclopaedia of Names**" will prove most serviceable. In place of this comprehensive work, a good biographical dictionary and a gazetteer are necessary. Should an encyclopædia be preferred, the latest edition of **Nelson's Perpetual Loose-Leaf Encyclopædia** will cover all requirements.



## CHAPTER XL.

## SPEECH OF PATRICK HENRY.

*Delivered before the Virginia House of Burgesses in March, 1775. This speech is considered one of the great Masterpieces of American Oratory.*

[856 words.]

(For Shorthand see opposite page.)

No man, Mr. President, thinks more highly than I do of the patriotism, as well as abilities, of the very worthy gentlemen who have just addressed the House. But different men often see the same subjects in different lights; and, therefore, I hope it will not be thought disrespectful to those gentlemen if, entertaining as I do, opinions of a character opposite to theirs, I should speak forth my sentiments freely, and without reserve. This is no time for ceremony. The question before the House is one of awful moment to this country. For my own part, I consider it as nothing less than a question of freedom or slavery. And in proportion to the magnitude of the subject, ought to be the freedom of debate. It is only in this way that we can hope to arrive at truth, and fulfill the great responsibility which we hold to God and our country. Should I keep back my opinions at such a time, through fear of giving offence, I should consider myself as guilty of treason toward my country, and of an act of disloyalty toward the majesty of heaven, which I revere above all earthly kings. Mr. President: It is natural to man to indulge in the illusion of hope. We are apt to shut our eyes against a painful truth, and listen to the song of that siren, until she transforms us into beasts. Is this the part of wise men engaged in a great and arduous struggle for liberty? Are we disposed to be of the number of those who, having eyes, see not; and having ears, hear not the things which so nearly concern our temporal salvation? For my part, whatever anguish of spirit it may cost, I am willing to know the whole truth; to know the worst, and to provide for it. I have but one lamp by which my feet are guided; and that is the lamp of experience. I know of no way of judging of the future but by the past, and judging by the past, I wish to know what



there has been in the conduct of the British ministry for the last ten years, to justify those hopes with which gentlemen have been pleased to solace themselves and the House? Is it that insidious smile with which our petition has been lately received? trust it not, Sir, it will prove a snare to your feet. Suffer not yourselves to be betrayed with a kiss. Ask yourselves how this gracious reception of our petition comports with those warlike preparations which cover our waters and darken our land. Are fleets and armies necessary to a work of love and reconciliation? have we shown ourselves so unwilling to be reconciled, that force must be called in to win back our love? Let us not deceive ourselves, Sir; these are the implements of war and subjugation—the last arguments to which kings resort. . . . They tell us, Sir, that we are weak—unable to cope with so formidable an adversary. But when shall we be stronger? will it be the next week or the next year? will it be when we are totally disarmed, and when a British guard shall be stationed in every house shall we gather strength by irresolution and inaction? Shall we acquire the means of effectual resistance by lying supinely on our backs, and hugging the delusive phantom of hope, until our enemies have bound us hand and foot?

Sir, we are not weak, if we make a proper use of those means which the God of nature hath placed in our power. Three millions of people armed in the holy cause of liberty, and in such a country as that which we possess, are invincible by any force which any enemy can send against us. Besides, Sir, we shall not fight our battles alone. There is a just God who presides over the destinies of nations, and who will raise up friends to fight our battles for us. The battle,





Sir, is not to the strong alone ; it is to the vigilant, the active, the brave. Beside, Sir, we have no election. If we were base enough to desire it, it is now too late to retire from the contest. There is no retreat, but in submission and slavery ! Our chains are forged. Their clanking may be heard on the plains of Boston ! The war is inevitable—and let it come ! I repeat it, Sir, let it come ! ! It is vain, Sir, to extenuate the matter. Gentlemen may cry, peace, peace—but there is no peace. The war is actually begun ! The next gale that sweeps from the north will bring to our ears the clash of resounding arms ! Our brethren are already in the field ! why stand we here idle ? What is it that gentlemen wish ? what would they have ? Is life so dear, or peace so sweet, as to be purchased at the price of chains and slavery ? Forbid it, Almighty God ! I know not what course others may take ; but as for me—give me liberty or give me death !

## INDUSTRY AND HAPPINESS.

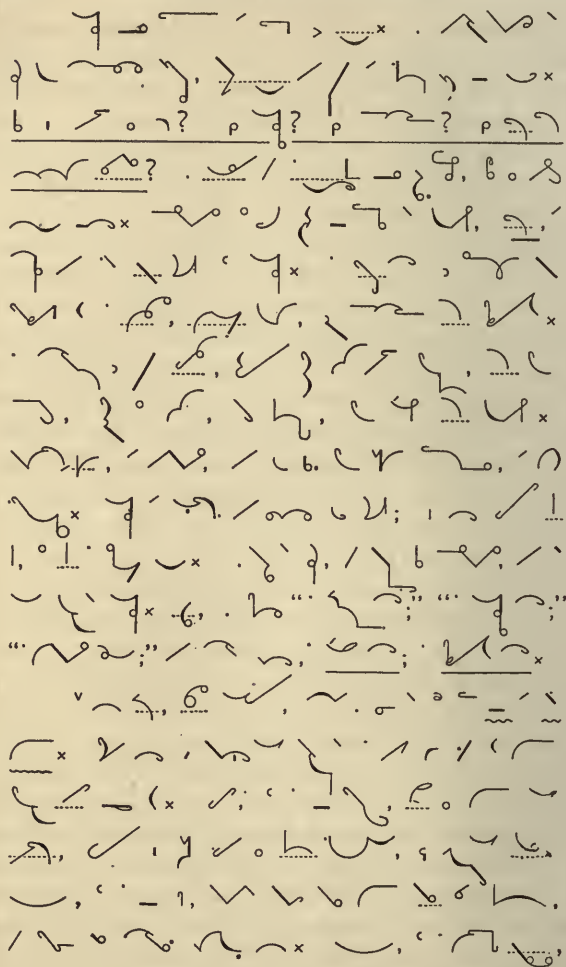
[1093 words.]

Health is the platform on which all happiness must be built. Good appetite, good digestion, and good sleep are elements of health, and industry confers them. As use polishes metal, so labor the faculties; until the body performs its unimpeded functions with elastic cheerfulness and hearty enjoyment. Buoyant spirits are an element of happiness, and activity produces them ; but they fly away from sluggishness. Men's spirits are like water, which sparkles when it runs, but stagnates in still pools, and is mantled with green, and breeds corruption and filth. The applause of conscience, the self-respect of pride, the consciousness



of independence, a manly joy of usefulness, the consent of every faculty of the mind to one's occupation, and their gratification in it—these constitute a happiness superior to the fever-flashes of vice in its brightest moments. After an experience of ages, which has taught nothing from this, men should have learned that satisfaction is not the product of excess, or of indolence, or of riches ; but of industry, temperance, and usefulness. Every village has instances which ought to teach young men that he who goes aside from the simplicity of Nature, and the purity of virtue, to wallow in excesses, carousals, and surfeits, at length misses the errand of his life ; and, sinking with shattered body prematurely to a dishonored grave, mourns that he mistook exhilaration for satisfaction, and abandoned the very home of happiness when he forsook the labors of useful Industry.

The poor man with Industry is happier than the rich man in Idleness ; for labor makes the one more manly, and riches unmans the other. The slave is often happier than the master, who is nearer undone by license than his vassal by toil. Luxurious couches—plushy carpets from Oriental looms—pillows of eider-down—carriages contrived with cushions and springs to make motion imperceptible—is the indolent master of these as happy as the slave that wove the carpet, the Indian who hunted the northern flock, or the servant who drives the pampered steeds ? Let those who envy the gay revels of city idlers, and pine for their masquerades, their routs, and their operas, experience for a week the lassitude of their satiety, the unarousable torpor of their life when not under a fiery stimulus, their desperate *ennui* and restless somnolency ; they would gladly flee from their haunts as from a land of cursed enchantment. . . .



Industry gives character and credit to the young. The reputable portions of society have maxims of prudence, by which the young are judged and admitted to their good opinion. *Does he regard his word? Is he industrious? Is he economical? Is he free from immoral habits?* The answer which a young man's conduct gives to these questions, settles his reception among good men. Experience has shown that the other good qualities of veracity, frugality, and modesty are apt to be associated with industry. A prudent man would scarcely be persuaded that a listless, lounging fellow would be economical or trustworthy. An employer would judge wisely, that where there was little regard for time, or for occupation, there would be as little, upon temptation, for honesty or veracity. Pilferings of the till and robberies are fit deeds for idle clerks and lazy apprentices. Industry and knavery are sometimes found associated; but men wonder at it as at a strange thing. The epithets of society which betoken its experience are all in favor of Industry. Thus, the terms "a hard-working man," "an industrious man," "a laborious artisan," are employed to mean, an *honest man*, a *trustworthy man*.

I may here, as well as anywhere, impart the secret of what is called *good and bad luck*. There are men who bemoan in the poverty of a wretched old age that luck forever ran against them. One, with a good profession, lost his luck in the river where he idled away his time a-fishing when he should have been in the office. Another, with a good trade, perpetually burnt up his luck by his hot temper, which provoked all his employees to leave him. Another, with a lucrative business,



lost his luck by amazing diligence at everything but his business. Another, who steadily followed his trade, as steadily followed his bottle. Another, who was honest and constant to his work, erred by perpetual misjudgments—he lacked discretion. Hundreds lose their luck by indorsing, by sanguine speculations, by trusting fraudulent men, and by dishonest gains. A man never has good luck who has a bad wife. I never knew an early-rising, hard-working, prudent man, careful of his earnings, and strictly honest, who complained of bad luck. A good character, good habits, and iron industry are impregnable to the assaults of all the ill luck that fools ever dreamed of. But when I see a tatterdemalion creeping out of a groggery late in the forenoon with his hands stuck into his pockets, the rim of his hat turned up, and the crown knocked in, I know he has had bad luck—for the worst of all luck is to be a sluggard, a knave, or a tippler.

Industry is a substitute for Genius. Where one or more faculties exist in the highest state of development and activity—as the faculty of music in Mozart—invention in Fulton—ideality in Milton—we call their possessor a genius. But a genius is *usually* understood to be a creature of such rare faculty of mind that he can do anything without labor. According to the popular notion, he learns without study, and knows without learning. He is eloquent without preparation, exact without calculation, and profound without reflection. While ordinary men toil for knowledge by reading, by comparison, and by minute research, a genius is supposed to receive it as the mind receives dreams. His mind is like a vast cathedral, through whose colored windows the sunlight streams, painting the aisles with the varied colors of brilliant pictures.—*Henry Ward Beecher.*



Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style, typical of early manuscript notation. The staff is divided into measures by vertical bar lines. The notes are written in a way that suggests a specific melodic line, with some notes having stems and others being beamed together. The overall appearance is that of a personal or working manuscript, possibly a composer's sketch or a student's exercise.

## PAPER MONEY.

[653 words.]

The Paper Money of the United States is in the form of promissory notes of two kinds, namely : *Convertible* or *Coin Notes*, and *Inconvertible Notes*. The former consists of Gold Certificates, Silver Certificates, and Treasury Notes. A Gold Certificate is a *note* or *bill* containing a declaration to the effect that there has been deposited in the United States Treasury a sufficient amount of gold coin to redeem the certificate on demand of the holder. A Silver Certificate is a *note* or *bill* containing the same declaration with reference to silver coin. Treasury notes are mere promises to pay in coin without specifying gold or silver. Inconvertible Notes are those which bear simply a promise to pay without reference to time or manner in which they shall be paid. National Bank Notes are one form of inconvertible paper. These notes do not bear the promise of the government to pay, but that of the Bank by which they are issued ; they are secured by government bonds deposited with the United States Treasurer, and are payable on demand in some form of legal tender money, but not necessarily coin. Thus, it will be seen that the people of the United States are at present using four kinds of dollars—the gold dollar, the silver dollar, the paper dollar, which may be exchanged for coin, and the paper dollar which cannot be exchanged for coin. They circulate at par ; that is, the purchasing power of one is equal to the purchasing power of any of the others. Coin is universally acknowledged to possess greater intrinsic worth than any other kind of money ; so it would naturally seem that its purchasing power would be greater ; but it must be remembered that the purchasing power of a paper dollar is not based upon its own intrinsic value, but upon the *coin* for which it is exchangeable. The purchasing power of an inconvertible paper dollar, however, is based upon nothing but *confidence* in the government. Such a note has no value



in itself, nor is there any provision whatever made for its redemption in coin ; yet, such is the confidence in the government's promise to redeem them, at some time and in some manner, not specified, that they are exchanged at par with the other kinds of paper money. Indeed, confidence is an element that enters largely into the value of all money. We do not know that a gold coin contains all that is claimed for it in the way of purity or weight, but we have confidence in the government's stamp upon it, and we receive it without question; nor do we know for a certainty that there are sufficient silver coins in the government treasury to make good all silver certificates, but such is our confidence in the statements and promises of the government that we freely receive such certificates in return for our goods or our labor. Thus, we see how several kinds of money with unequal values can be made to circulate with equal purchasing power; yet this equality in purchasing power may be destroyed. A notable example of depreciation of paper money happened during the civil war. At the beginning of the war the government borrowed large sums of money by the issue of bonds; the war continued and the money was soon exhausted. Unable to procure any more funds in this way, Congress voted to issue inconvertible notes. These notes were called "Greenbacks" and were simply promises to pay at some time or other, nobody knew when nor how. They were made legal tender and everybody was obliged to accept them in payment of debts. As confidence in the government sank, the purchasing power of the "Greenbacks" became less. At one time, the price of gold went to 280; that is, it took two dollars and eighty cents in "Greenback" money to equal, in purchasing power, one dollar in gold.



## HOW AND WHEN TO READ.

[746 words.]

The art of reading to the best advantage implies the command of adequate time to read. The art of having time to read depends upon knowing how to make the best use of our days. Days are short, and time is fleeting, but no one's day ever holds less than twenty-four hours. Engrossing as one's occupation may be, it need never consume all the time remaining from sleep, refreshment, and social intercourse. The half hour before breakfast, the fifteen minutes waiting for dinner, given to the book you wish to read, will soon finish it and make room for another. The busiest men I have known have often been the most intelligent and the widest readers. The idle person never knows how to make use of odd moments; the busy one always knows how. Yet the vast majority of people go through life without ever learning the great lesson of the supreme value of moments. Let us suppose that you determine to devote two hours every day to reading. That is equivalent to more than seven hundred hours a year, or to three months of working time, of eight hours a day. What could you not do in three months, if you had all the time to yourself? You could almost learn a new language, or master a new science; yet this two hours a day, which would give you three months of free time every year, is frittered away, you scarcely know how, in aimless matters that lead to nothing. A famous writer of our century, some of whose books you have read—Edward Bulwer-Lytton—devoted only four hours a day to writing; yet he produced more than sixty volumes of fiction, poetry, drama, and criticism, of singular literary merit. The great naturalist, Darwin, a chronic sufferer from a depressing malady, counted two hours a fortunate day's work

Handwritten musical notation on a page with four systems of five staves each. The notation is a form of musical shorthand, possibly a shorthand for a specific instrument or a simplified notation system. It includes various symbols, lines, and dots, some of which are underlined or have other markings. The page is numbered '1' in the top right corner.



for him; yet he accomplished results in the world of science which render his name immortal.

Be not particular as to hours, or the time of day, and you will soon find that all hours are good for the muse. Have a purpose, and adhere to it with good-humored pertinacity. Be independent of the advice and opinions of others; the world of books, like the world of nature, was made for you; possess it in your own way. If you find no good in ancient history or in metaphysics, let them alone and read books of art, or poetry, or biography, or voyages and travels. The wide domain of knowledge and the world of books are so related that all roads cross and converge, like the paths that carry us over the surface of the globe on which we live. Many a reader has learned more of past times from good biographies than from any formal history; and it is a fact that many owe to the plays of Shakespeare and the novels of Walter Scott nearly all the knowledge they possess of the history of England and Scotland. Most writers envelop the thought or the fact in so much verbiage, complicate it with so many episodes, beat it out thin by so much iteration and reiteration, that the student must needs learn the art of skipping in self-defense. To one in zealous pursuit of knowledge, to read most books through is paying them too extravagant a compliment. He has to read between the lines, as it were, to note down a fact here or a thought there, or an illustration elsewhere, and leaves alone all that contributes nothing to his special purpose. As the quick, practised eye glances over the visible signs of thought, page after page is rapidly absorbed, and a book which would occupy an ordinary reader many days in reading is mastered in a few hours. The habit of



reading I have outlined, and which may be called the intuitive method, or, if you prefer it, the shorthand method, will more than double the working power of the reader. It is not difficult to practise, especially to a busy man, who does with all his might what he has got to do; but it should be learned early in life, when the faculties are fresh, the mind full of zeal for knowledge, and the mental habits are ductile, not fixed. With it, one's capacity for acquiring knowledge, and consequently his accomplishment, whether as writer, teacher, librarian, or private student, will be immeasurably increased.—*A. R. Spofford, late Librarian of Congress.*

## DEMAND FOR STENOGRAPHERS.

[450 words.]

A stenographer able to write accurately one hundred and twenty-five words a minute, operate the typewriter accurately at a fair speed, and who has a good common school English education is always reasonably certain of a good office position at a good salary. But stenographers should understand that it is not shorthand and typewriting alone that is in demand, nor is speed the only desideratum. It makes no difference how rapidly a lightning calculator adds a column of figures if the result is wrong—in fact, it had better not be added at all. It does not help the stenographer to write rapidly and then mutilate it when the transcript is made. Accuracy is the first essential, and then get just as much speed as it is possible while maintaining accuracy.

The trouble with the average stenographer is that he does not understand enough about English to know whether he is writing sense or nonsense, and if he is unable to read his notes he substitutes something which does not convey the idea of the dictator, and probably does not convey any idea at all. The stenographer,



like the young man in business, should keep his eyes and ears open, notice the drift of current events, read the newspapers, read good books, and extend his vocabulary as much as possible. No one, no matter what position in life, can make a pronounced success who never learns anything except when told of it. Reading, study, and observation will do more than teachers and schools. Experience alone will oftentimes send some people backwards, because by experience they frequently learn many things that are not so.

The average business man is improving in his business methods, his dictation, and his English (and for this thanks are due, we think, largely to the business schools and commercial departments), and he does not care particularly to have his dictated copy edited by the stenographer. He is satisfied if the stenographer is able to translate the hieroglyphics and get the copy as he dictated it. The average business man has a vocabulary sufficiently extensive, and one that will cause the average young stenographer to consult the dictionary quite frequently. And, by the way, the dictionary habit is a good one. The trouble with many people is that they do not consult the dictionary enough, and when they do, if they discover it does not spell the words as they are accustomed to spell them, they give up in despair.

As a summary, we would say, read, study, observe, and consult the dictionary, become an expert in business philology, and your shorthand and typewriting may take care of itself.—*Penman's Art Journal*.



ABRAHAM LINCOLN'S SECOND INAUGURAL  
ADDRESS.

*Delivered on the 4th of March, 1865, only a few weeks before he  
was assassinated.*

[705 words.]

FELLOW-COUNTRYMEN : At this second appearing to take the oath of the Presidential office, there is less occasion for an extended address than there was at the first. Then, a statement, somewhat in detail, of a course to be pursued, seemed fitting and proper. Now, at the expiration of four years, during which public declarations have been constantly called forth on every point and phase of the great contest which still absorbs the attention and engrosses the energies of the nation, little that is new could be presented. The progress of our arms, upon which all else chiefly depends, is as well known to the public as to myself; and it is, I trust, reasonably satisfactory and encouraging to all. With high hope for the future, no prediction in regard to it is ventured.

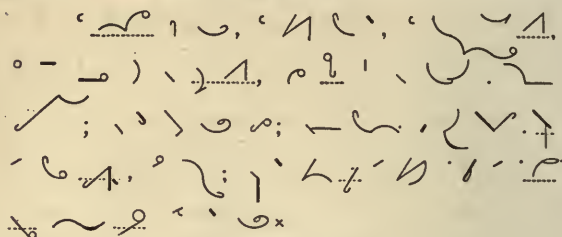
On the occasion corresponding to this four years ago, all thoughts were anxiously directed to an impending civil war. All dreaded it; all sought to avert it. While the inaugural address was being delivered from this place, devoted altogether to *saving* the Union without war, insurgent agents were in the city seeking to *destroy* it without war—seeking to dissolve the Union, and divide effects by negotiation. Both parties deprecated war; but one of them would *make* war rather than let the nation survive, and the other would *accept* war rather than let it perish. And the war came.

One-eighth of the whole population were colored slaves, not distributed generally over the Union, but localized in the southern part of it. These slaves constituted a peculiar and powerful interest. All knew that this interest was, somehow, the cause of the war. To strengthen, perpetuate, and extend this interest was the object for which the insurgents would rend the Union, even by war; while the Government claimed no right to do more than to restrict the territorial

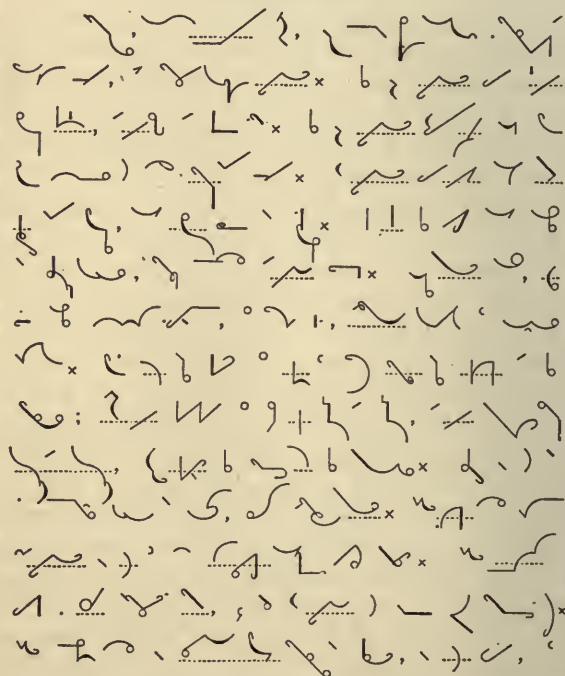




enlargement of it. Neither party expected for the war the magnitude or the duration which it has already attained. Neither anticipated that the *cause* of the conflict might cease with, or even before, the conflict itself should cease. Each looked for an easier triumph, and a result less fundamental and astounding. Both read the same Bible, and pray to the same God, and each invokes His aid against the other. It may seem strange that any men should dare to ask a just God's assistance in wringing their bread from the sweat of other men's faces: but let us judge not, that we be not judged. The prayers of both could not be answered; that of neither has been answered fully. The Almighty has His own purposes. "Woe unto the world because of offenses! for it must needs be that offenses come; but woe to that man by whom the offense cometh." If we shall suppose American Slavery is one of those offenses which, in the providence of God, must needs come, but which, having continued through His appointed time, He now wills to remove, and that he gives to both North and South this terrible war, as the woe due to those by whom the offense came, shall we discern therein any departure from those divine attributes which the believers in a living God always ascribe to him? Fondly do we hope, fervently do we pray, that this mighty scourge of war may speedily pass away. Yet, if God wills that it continue until all the wealth piled by the bondman's two hundred and fifty years of unrequited toil shall be sunk, and until every drop of blood drawn with the lash shall be paid by another drawn with the sword, as was said three thousand years ago, so still it must be said, "The judgments of the Lord are true and righteous altogether."



THE UNION.



With malice toward none, with charity for all, with firmness in the right, as God gives us to see the right, let us strive on to finish the work we are in; to bind up the nation's wounds; to care for him who shall have borne the battle, and for his widow, and his orphan; to do all which may achieve and cherish a just and a lasting peace among ourselves and with all nations.

### THE UNION.

[516 words.]

I profess, in my career hitherto, to have kept steadily in view the prosperity and honor of the whole country, and the preservation of the Federal Union. It is to that Union we owe our safety at home, and our consideration and dignity abroad. It is to that Union that we are chiefly indebted for whatever makes us most proud of our country. That Union we reached only by the discipline of our virtues, in the severe school of adversity. It had its origin in the necessities of disordered finance, prostrate commerce, and ruined credit. Under its benign influences these great interests immediately awoke, as from the dead, and sprang forth with newness of life. Every year of its duration has teemed with fresh proofs of its utility and its blessings; and although our territory has stretched out wider and wider, and our population spread farther and farther, they have not outrun its protection or its benefits. It has been to us all a copious fountain of national, social, and personal happiness. I have not allowed myself to look beyond the Union to see what might lie hidden in the dark recess behind. I have not coolly weighed the chances of preserving liberty, when the bonds that unite us together shall be broken asunder. I have not accustomed myself to hang over the precipice of disunion, to see whether, with



my short sight, I can fathom the depth of the abyss below; nor could I regard him as a safe counselor in the affairs of this government, whose thoughts should be mainly bent on considering, not how the Union should be best preserved, but how tolerable might be the condition of the people when it shall be broken up and destroyed. While the Union lasts we have high, exciting, gratifying prospects spread out before us, for us and our children. Beyond that I seek not to penetrate the veil. God grant that, in my day at least, that curtain may not rise. God grant that on my vision never may be opened what lies behind. When my eyes shall be turned to behold, for the last time, the sun in heaven, may I not see him shining on the broken and dishonored fragments of a once glorious Union; on States dissevered, discordant, belligerent; on a land rent with civil feuds, or drenched, it may be, in fraternal blood! Let their last feeble and lingering glance rather behold the gorgeous ensign of the republic, now known and honored throughout the earth, still full high advanced, its arms and trophies streaming in their original lustre, not a stripe erased or polluted, not a single star obscured; bearing for its motto no such miserable interrogatory as—“What is all this worth?” nor those other words of delusion and folly, “Liberty first, and Union afterwards”; but everywhere, spread all over in characters of living light, blazing on all its ample folds as they float over the sea and over the land, and in every wind under the whole heavens, that other sentiment dear to every true American heart—*Liberty and Union, now and forever, one and inseparable.*—*Daniel Webster.*

## INDEX.

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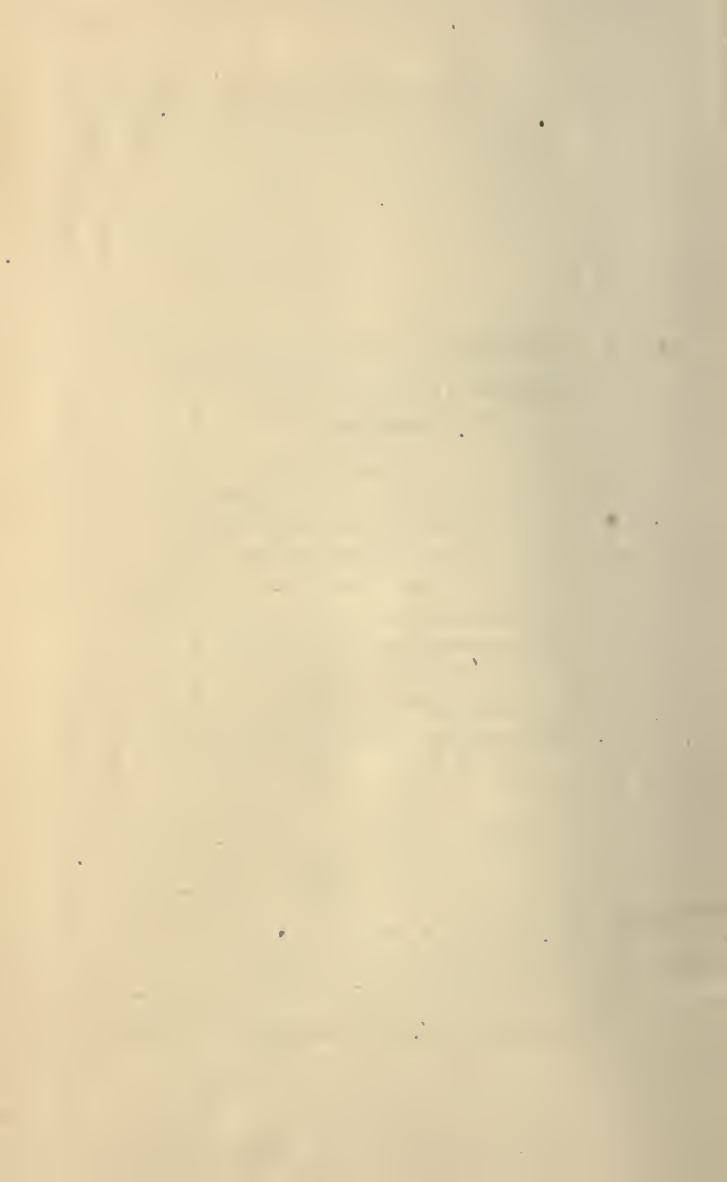
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